



**Minutes of the Full Governing Body Meeting**  
**held on Wednesday 9<sup>th</sup> December at 7.30pm at the School**

**Present**

Janet Rayment (Foundation Governor) (JR) – Chair  
 Susie Bagnall (Headteacher) (SB)  
 Elizabeth Crawford (Foundation Governor) (EC) – Vice Chair  
 Steve Hellyer (Foundation Governor) (SH)  
 Hugh Starkey (LA Governor) (HS)  
 Simon Bridson-Jones (Parent Governor) (SBJ)  
 Simon Potter (Foundation Governor) (SP)

**In Attendance**

Jo Horn (Associate member) (JH)  
 Zarina Thapar (Associate member) (ZT)  
 Terry Georgeson (Clerk)

**Apologies**

Andrew Godley (Foundation Governor) (AG)  
 Step Gilroy Lowe (SGL) Staff Governor  
 Pete Wilkinson (Foundation Governor)  
 Ben Haydon (Parent Governor)

MINUTE	ACTION
<p><b>Procedural Matters</b>            The meeting started at 7.30pm.            The meeting was quorate.            All papers had been sent out prior to the meeting.</p>	
<p><b>1. Welcome and Apologies</b>            SH opened the meeting with a prayer.            Apologies were received and accepted from AG, SGL, PW and BH.</p>	
<p><b>2. Declaration of any business interests.</b>            There were no declarations of interest.</p>	
<p><b>3. Notice of Any Other Urgent Business</b>            The chair stated she had two items of AOB.</p>	

**4. Minutes of 08/10/15 and matters arising**

At the last meeting SH had sent his apologies but was listed as present.

**Item 12: Health & Safety**

The chair informed the meeting that Thames Water had been contacted regarding chaining the entrance to their equipment area and they have said it is the responsibility of Oxfordshire County Council (OCC), as it is on their land.

**5. Head Teacher Report and School Improvement Plan**

As requested the Head confirmed she has added school roll and absence details to this report.

The Head invited questions on the updated SIP from governors:

*Objective 1: Vulnerable Groups*

Governors asked for clarification about what is meant by ‘closing the gap’ for gifted and talented pupils. i.e. What is ‘the gap’? The Head explained that this was suggested by the new School Improvement Lead [SIL] as the most recent OFSTED report had stated there was a lack of challenge for more able pupils which in turn can lead to them being considered a vulnerable group. The Head added that the data indicates they are being well catered for.

Governors also asked whether there is a limit of 10 sessions of 1:1 tuition. The Head replied that it depends largely on the budget, but that 63 ‘blocks’ have been budgeted for and there may not be 63 pupils requiring them, so further sessions may become available to pupils who require more than a programme of 10 sessions. The Head added that if there is a feeling that any Pupil Premium pupils are missing out on support they are entitled to, it should be raised with the Pupil Premium champion.

*Objective 2: English*

Governors questioned whether the current available data fairly reflects the standards of pupils’ work and progress. The Head responded that parents have been sent information regarding the new assessment system and reiterated that the most important aspect of measuring pupils’ progress is their work books and the formative assessment performance grids.

*Objective 3: Mathematics*

With the change in assessment data, governors asked how the school will be able to make a relevant measure of progress and attainment in term 5 or 6. The Head agreed that there are a lot of concerns from the staff in relation to this issue, but she feels confident that the teachers know their pupils and are aware of the next steps needed to ensure they make good progress. However the Head noted that there does need to be some kind of summative score or similar, running alongside the formative assessment system, to enable governors to monitor attainment and progress. The Head stated that until Years 2 and 6 complete their statutory assessments the school has not got a clear benchmark against which to compare the internal data. She also noted

<p>that this is the experience of all her colleagues across the Cherwell partnership and others in the county.</p> <p><i>Objective 4: Leadership and Management</i></p> <p>Governors raised concerns about staff morale with regard to the change in the assessment system and asked how the SLT are supporting them. The Head stated that this issue is very important to the senior leadership team and there is a Health and Well Being Inset planned for January. In addition the SLT have developed paperwork to support teachers. She also added that it is better to stick with the system developed so far, even if it still has shortcomings, rather than expect staff to make more changes. There has also been a staff meeting about the new system for staff to share how they felt about it and to look at the whole school data. Governors agreed and wished to record their appreciation and support for the work the staff are doing during this difficult transition period.</p> <p><i>Update on Capital Building Development</i></p> <p>The governors recorded their thanks to Grahame Godby and Ben Haydon.</p> <p><i>British Values and Prevent</i></p> <p>Governors noted that the Secretary of State called this ‘human values’ rather than British values and feel that this term is what the school should adopt.</p> <p><i>Finance</i></p> <p>Governors voiced their ongoing concern regarding the outsourcing of core services by the County Council. It has been badly thought out, implemented and supported. This has left the school unable to undertake any budget monitoring activities until December.</p>	<p><b>SB to thank staff on behalf of GB</b></p> <p><b>SB to thank GG on behalf of GB</b></p>
<p><b>6. a) Raiseonline at a glance</b></p> <p>The Chair compiled and distributed a brief summary for information for governors.</p> <p><b>6. b) Report on KS2 Writing</b></p> <p>The Chair thanked the Head for the full and comprehensive report that was distributed for governors’ information.</p> <p>Governors felt that questions they had raised had been fully answered.</p>	
<p><b>7. Report on pupils with SEND – for approval</b></p> <p>Governors noted the large jump in numbers between KS1 and KS2 and questioned why this is. It was explained that a number of younger pupils with SEND are often not identified until they become slightly older and there is also a general difference in the cohorts. Governors said it was a clear and helpful report and recorded their thanks to Sue Whidborne.</p> <p>Governors also asked that a definition of what ‘SPIRALS’ is be included in the</p>	<p><b>SB to thank SW on behalf of GBSB</b></p> <p><b>SEND report approved</b></p>

<p>report and the number of TAs to be confirmed The report was agreed for publication on the school website, subject to the above amendments</p>	
<p><b>8. Change to school group size – for approval</b> This paper gave a briefing regarding increasing the roles of the school and the impact of this on the leadership scales and made the following recommendations:</p> <ul style="list-style-type: none"> <li>• The upper threshold for the Head’s scale be moved from L21 to L24</li> <li>• The upper threshold for the Deputy Head should be increased from L12 to L15</li> <li>• The governing body should consider as wide a range of scale points as possible in any future leadership appointments.</li> </ul> <p>All the above were agreed.</p>	<p><b>Pay scale changes approved</b></p>
<p><b>9. Admissions Policy – for approval</b> The major change is that the parents of summer-born children can apply for their child to start school in the September of the next school year. SB explained the consequences of such a decision.</p> <p>It was noted that it is preferable for the school to have as many pupils on roll as possible for the census date to guarantee their funding. Although children entering school in January generate ‘reception uplift’ funding, this is not a guaranteed source of funding and could be withdrawn in the future.</p> <p>There was lengthy discussion regarding the wording of the second paragraph relating to the point in the year that children might join the school, but it was ultimately agreed to keep the original wording.</p> <p>The policy was approved without change.</p>	<p><b>Policy approved</b></p>
<p><b>10. Committee Meetings</b> <i>Finance, Personnel and Welfare Committee</i> It was again noted that the reception uplift is only applicable to pupils starting in the early years setting and it is a discretionary payment from OCC. In addition to this, pupil funding is also paid after a 6 month lag. It was noted that the current carry forward is approximately £15,000 but the school needs to reach around £22,000 in order to break even.</p> <p>Governors asked how Teaching Assistants could be recognised and rewarded for the important work they do, It was agreed there needs to be a balance between rewarding the individual and maintaining team morale. Governors were asked to send any suggestions to the FPC committee.</p> <p>Terms of Reference to be distributed with draft minutes.</p>	<p><b>ALL</b></p>

<p><i>Curriculum and Standards Committee</i> The papers for the previous meetings were distributed for information. Terms of Reference to be distributed with draft minutes.</p> <p><i>Foundation Committee</i> It was noted that ZT has had some very positive conversations with some families regarding assemblies and withdrawing their children from them. Terms of Reference to be distributed with draft minutes.</p> <p><i>Parent Council (Verbal)</i> It was reported that this is going well and there are no major issues or concerns being raised from this forum currently. The notes of the meeting will be shared with the Chair and Head.</p>	<p><b>SBJ to forward minutes to JR</b></p>
<p><b>11. Code of conduct – to adopt</b> It was noted that the school logo still needs to be finalised. The code of conduct was adopted.</p>	<p><b>Chair to attach Code of Conduct to draft minutes</b></p>
<p><b>12. Visiting School Guidelines</b> The model has been trialled with governors and it was felt it worked very well.</p>	
<p><b>13. Health and Safety</b> The Head informed the meeting that the builders had connected the sewage pipes to the rainwater run-off and this will be fixed in the Christmas break. It was also noted that the playground surface is degrading slightly and this is concerning for the longevity of the new surface.</p>	
<p><b>14. Governor Training</b> It was noted that all staff governors and the Chair have undertaken online safeguarding training. Good to Outstanding Governance – HS, AG SIAMS – PW Induction – SBJ</p> <p>It was agreed that an away-day type activity should be planned for the new year to look at the school vision and how this will be embedded. AG had kindly offered a venue at Henley Business School.</p> <p>The Head noted that the EIG programme has now been paid for and urged governors to take advantage of the suite of courses.</p>	
<p><b>15. Any other business</b></p> <ul style="list-style-type: none"> <li>The Chair proposed changing the start times of FGB meetings and it</li> </ul>	

<p>was agreed to trial a 6.30pm start for the next meeting.</p> <ul style="list-style-type: none"> <li>The Chair informed the meeting that the Clerk, Terry Georgeson is resigning from his position and will no longer clerk the school. The meeting thanked the clerk for his work and in turn, the clerk thanked the governing body for their warmth and recorded his enjoyment working with them and wished them, the staff and the pupils all the best for the future.</li> </ul>	
<p><b>16. Dates of next meetings</b>  FGB Thursday 3<sup>rd</sup> March 2016 at 6.30pm  C &amp; S Thursday 11<sup>th</sup> Feb at 7.30pm [note change of date]  Foundation 10<sup>th</sup> March  F, P &amp; W 13<sup>th</sup> January</p> <p>The meeting ended at 9.10pm</p>	