



**St Ebbe's**  
C of E (Aided) Primary School

Headteacher: Mrs Susie Bagnall MEd

**Minutes of the Full Governing Body Meeting**  
**held on Tuesday March 28<sup>th</sup> 2017 at the School**

**Present**

- Janet Rayment (Foundation Governor) (JR) – Chair
- Susie Bagnall (Headteacher) (SB)
- Pete Wilkinson (Foundation Governor)
- Step Gilroy Lowe (SGL) Staff Governor)
- Hugh Starkey (LA Governor) (HS)
- Ben Haydon (Parent Governor
- Steve Hellyer (Foundation Governor)
- Simon Bridson-Jones (Parent Governor) (SBJ)
- Tony Lee (Foundation Governor) (TL)

**In Attendance**

- Clare Whyles (Associate member) (CW)
- Jo Horn (Associate member) (JH)

**Apologies**

- Simon Potter (Foundation Governor) (SP)
- Andrew Godley (Foundation Governor) (AG)

**Absent**

- Joyce Francois (Foundation Governor)
- Zarina Tharpar (Associate member)

MINUTE	ACTION
<p><b>Procedural Matters</b></p> <p>The meeting started at 5.00 pm.</p> <p>The meeting was quorate.</p>	

Signed.....Date.....

<p><b>1. Welcome and Apologies</b></p> <p>The Chair welcomed governors to the meeting.  SH opened the meeting with a prayer.  The Chair welcomed Tony Lee, the new Foundation Governor, to his first meeting.  Apologies were received from SP.  All documents had been circulated before the meeting.</p>	
<p><b>2. Declaration of any business interests.</b></p> <p>There were no declarations of vested interest.</p>	
<p><b>3. Notice of Any Other Urgent Business</b></p> <p>The Chair noted one item of other business.</p>	
<p><b>4. Minutes of 05/01/17 and matters arising</b></p> <p>The minutes were agreed. It was <b>noted</b> that training attendance must be reported to the Full Governing Body.</p>	
<p><b>5. Head Teacher’s Monitoring Report</b></p> <p>The report had been circulated with key points highlighted.</p> <p><b>Objective 1:</b> the effect on overall writing data of attainment levels of January starters was <b>noted</b>. It was <b>noted</b> that the level of guidance through marking that teachers give reduces the evidence of independent learning.</p> <p><b>Objective 2:</b> The effect on overall EYFS maths data of January starters was <b>noted</b>. The attainment for Year 2 was being addressed. It was <b>noted</b> that 7 pupils in Year 6 had achieved greater depth in the mock SATs. It was <b>noted</b> that the maths workshops for parents had been both very successful and well attended.</p> <p><b>Objective 3:</b> It was <b>recognised</b> that this target was elusive and challenging, given the diverse demography of the pupils at the school and the impact on attainment of SEND and PPI. The Governors welcomed the wholehearted commitment of staff to meeting this objective.</p> <p><b>Objective 4:</b> The gap between SEND and non-SEND learners was expected, with the levels <b>noted</b> and being addressed.</p> <p><b>Objective 5:</b> The work in EYFS on improving Good Level of Development data was <b>noted</b>.</p> <p><b>Objective 6:</b> It was <b>noted</b>, with some concern, that there was a small number of pupils with extreme behaviour difficulties and that the resources to address these were scarce.</p>	

<p><b>Objective 7:</b> The Governors welcomed the evidence of good team working.</p> <p><b>Objective 8 &amp; 9:</b> These appear elsewhere on the agenda (Minute 7 &amp; 9)</p> <p><b>Objective 10:</b> It was <b>agreed</b> that it was essential for Governors to review their own progress and contributions on the vision, values and aims of the School. SB <b>agreed</b> to recirculate the questions raised in the discussion in 2016 on this and that the matter would be on the agenda for the May meeting of the FGB. Governors were asked to reflect on this prior to the meeting.</p> <p><b>Objective 11:</b> It was <b>noted</b> that the impact on staffing costs of increased NI and pension contributions was outstripping the income from pupil numbers and that there was no immediate prospect in an increase in demand for places. SB reported that the year-end was likely to show a £14K deficit on a budget of £1.6m</p> <p><b>Objective 12:</b> Dan Wadsworth was thanked for his project management of Swan class which was due for handover in the first week of April. It was <b>noted</b> that of all other possible projects, replacement of the boiler was the highest priority.</p> <p>The pupil numbers were <b>noted</b>. The Chair thanked SB for her clear and comprehensive report</p>	<p><b>SB to circulate questions. Governors to reflect.</b></p> <p><b>JR to include on agenda May 25<sup>th</sup> 2017</b></p>
<p><b>6.</b> The Admissions Policy and Religious Education Policy were <b>approved</b>.</p>	
<p><b>7. Becoming an Academy</b></p> <p>The Chair commented on her paper, which had been circulated, laying out the background to both the rationale and the process of becoming an Academy. There followed a wide-ranging discussion, in which each Governor was asked for views and comments. It was <b>noted</b> that Voluntary Aided schools had limited options on routes to academisation. The Governors were particularly concerned about the possible effects on ethos, governance, choices for change, timing, size of organisation, possible advantages and disadvantages and the impact on staff and the School community. It was <b>noted</b> that the statutory process requires consultation after a school Governing Body had decided to become an Academy. It was <b>agreed</b> that the Governing Body should thoroughly explore the case for academisation, taking into account the priorities of ethos and values and giving all options for choice. A working group was set up to prepare a full paper on all options, with a full analysis of the advantages and disadvantages of each, offering recommendations for decision, and that the paper should be presented at the FGB on May 25th. JR, SB, CW, BH, SBJ <b>agreed</b> to serve on the working group supported by voluntary secretarial help.</p>	<p><b>Working Group to prepare detailed analysis with recommendations by May 19<sup>th</sup>.</b></p> <p><b>Working Group to attend meeting with Oxford Diocesan Schools Trust May 4<sup>th</sup> 5.00 p.m.</b></p>

<p>It was <b>agreed</b> that staff and parents should be informed of the decision to thoroughly explore the options and that Parent Council should be asked for questions that the Working Group could address in the preparation of the case. The Chair would write to parents via the school newsletter.</p> <p>It was <b>noted</b> that four Governors would visit the Batt School on Friday March 31<sup>st</sup> as part of the information gathering process. SB and JR have already made two school visits and attended an information evening at SS Mary and John Primary School.</p>	
<p><b>8. Committee Reports</b></p> <p>Concern was expressed that the Curriculum and Standards Committee had not received a full account of resource allocation for Pupil Premium income. The difficulties of reconciling transactions over two separate periods viz: the academic year and the financial year as well as the unpredictable “claw back” of Pupil Premium allocations were recognised. Nevertheless, the FGB <b>noted</b> that a clear account of Pupil Premium spending was a priority.</p> <p>The Finance, Personnel and Welfare Committee minutes had not yet been circulated. It was <b>reported</b> that attendance is a serious concern and that poor attendance is correlated with identified vulnerability flags. The School was implementing a new initiative to address attendance issues.</p> <p>It was <b>reported</b> that the Foundation Governors Committee were focussed on the preparation for SIAMS.</p>	<p><b>Geerthi Ahilan to report on PPI spending by May 26<sup>th</sup></b></p>
<p><b>9. Governor visits</b></p> <p>SBJ commented on his report on ICT noting the challenges of available curriculum time and the age and availability of ICT equipment, stating that staff were generating creative solutions to meet these challenges. SB reported that an action plan had been created, following the visit. The Chair thanked Simon for his very informative and useful report.</p>	<p>Visits during terms 5 &amp; 6: Music: SH Art: JR DT: BH</p>
<p><b>10. Parent Council</b></p> <p>It was <b>noted</b> that there was a high level of engagement on the Parent Council.</p> <p>It was <b>noted</b> that SBJ was standing down as a Parent Governor and that an election for replacement would need to take place before the end of the school year.</p>	<p><b>School to organise election of parent governor</b></p>
<p><b>11. Training</b></p> <p>It was noted that SH had attended a training course on Becoming an Effective</p>	

Governor. TL would be attending an induction course imminently.	
<p><b>12. Health and Safety</b> There were no issues to report.</p>	
<p><b>13. Correspondence</b> None.</p>	
<p><b>14. AOUB</b> Governors were asked for help with monitoring the execution of the SATS week starting on May 8<sup>th</sup> in the mornings. PW, TL and JR each volunteered for a stint.</p> <p>There being no other business the meeting ended at 7.15pm with prayer. The date of the next meeting: May 25<sup>th</sup> 5.00 p.m.</p> <p>There would be an <b>extraordinary meeting</b> with David Locke and Sarah Thomas [from Oxford Diocesan Board of Education] which all governors were invited to attend <b>May 4<sup>th</sup> at 5.00 p.m</b></p> <p>Finance: C&amp;S: Foundation:</p>	