



St Ebbe's

C of E (Aided) Primary School

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Minutes of the Full Governing Body Meeting held on Thursday,
03.03.2016 at 6.30 pm at the School.

Present

Janet Rayment (Foundation Governor) (JR) – Chair
Susie Bagnall (Head Teacher) (SB)
Elizabeth Crawford (Foundation Governor) (EC)
Steve Hellyer (Foundation Governor) (SH)
Steph Gilroy Lowe (Staff Governor) (SGL)
Ben Haydon (Parent Governor) (BH)
Andrew Godley (Foundation Governor) (AG)
Simon Potter (Foundation Governor) (SP)
Joyce Francois (Foundation Governor) (JF)
Simon Bridson Jones (Parent Governor) (SBJ) from 7.30 pm
Hugh Starkey (LA Governor) (HS) from 7.20 pm

In Attendance

Jo Horn (Associate Member) (JH)
Clare Whyles (Associate Member) (CW)
Susanne Addis (Clerk)

Apologies

Peter Wilkinson (Foundation Governor) (PW)

Zarina Thapar (Associate Member) (ZT)

Minute	Action
<p>Procedural Matters The meeting started at 6.30 pm The meeting was quorate. All papers had been sent out prior to the meeting.</p>	
<p>1. Welcome and Apologies SH opened the meeting with prayer. The Chair warmly welcomed JF as new Foundation Governor and SA as Clerk. Apologies were received from ZT and PW and accepted by the governors.</p>	
<p>2. Declaration of any business interests There were no declarations of interest.</p>	
<p>3. Notice of Any Other Urgent Business There were no items of AOUB.</p>	
<p>4. Minutes of the FGB Meeting of 09.12.2015 Had been agreed earlier as a correct record.</p>	
<p>5. Matters arising There were no matters arising.</p>	
<p>6. Head Teacher's Report and School Improvement Plan <u>School Roll</u> SB noted that the school was keen to have two Y5 and two Y6 teachers as early as possible if the school budget permitted. The EYFS cohort for the next academic year is anticipated to be low, which appears to be a country-wide phenomenon. Furthermore, 6 pupils in Y4 will be leaving school at the end of the academic year.</p> <p><u>Attendance</u> Unauthorised absence has risen slightly compared to the previous year. SB explained that most of these requests for absence which could not be authorised were for extended periods of holidays by a small number of families. Governors noted that some families have 3 or 4 children at school, which increased absence rates significantly if unauthorised holidays were taken. SB explained that the attendance policy had been amended to allow for tighter observation and follow up of unauthorised attendance of pupils.</p> <p>Governors noted an imbalance of gender in the two reception classes, asking</p>	<p>Governors to continue to monitor rates of absence</p>

for clarification if there was any particular reason for this. It was explained that the selection of children for each class had been carried out very carefully for the benefit of all pupils according to all children's needs. The addition of 3 boys to Miss Self's class and 3 girls to Mrs Sloley's class in the summer term would balance the classes more evenly in terms of gender.

SIP Objective 1 Vulnerable Groups

SEND

Governors addressed the great progress in phonics/reading for 8 children and questioned why there was no earlier intervention measure so much progress could be made in such a short time.

CW explained that in Y2 the teachers focussed very tightly on certain aspects with some children to make this improvement possible. School is putting in support at the earliest opportunity after Y1 when problems are identified.

Pupil Premium

The Chair commended the proposed tuition for some children during the Easter Holidays in order to prevent a gap forming after two weeks of no schooling.

The governors were impressed by the positive initiative of staff to involve parents in their children's school work and mentioned the clear research evidence (from the Sutton Trust used by Mrs Ahilan and Mr Little) on the correlation of parents' involvement with children's school work and the pupil's achievement.

EAL

Governors spoke positively of the 'pedagogy' led interventions with regards to vulnerable groups.

SIP Objective 2 English

The Chair noted that the minutes of the Curriculum and Standards Meeting were not back yet for inspection.

SB reported that the Assessment Exemplification Material for English was very unsatisfactory as it contained some 100 pages to which teachers must refer when assessing a pupil's writing.

SB explained that SLT were setting up a working group to support the Year 2 and Year 6 teachers with assessing writing.

Given the system is still new, adjustments are still being made from both sides, schools and DfE.

SB told governors that Mr Leslie would offer booster lessons of 4x1 lesson for a targeted group of pupils before SATS.

Governors noted the importance of reducing stress for the children and teachers in the light of these changes and being able to find a way to accommodate both ; to allow each child to achieve their maximum level of competency and the teacher to work without feeling there will be repercussions. SB explained that school had amended that part of the staff's Appraisal criteria in order to ensure just that.

SIP Objective 3 Mathematics

Governors pointed out the great progress made by children and again asked why the intervention to help children progress had not been offered earlier. It was explained that timing mattered and was linked not only to curriculum, but also to the personal development each child which allowed some to progress

Draft C&S minutes to be circulated with FGB minutes by Chair

Chair to circulate paper addressing issues raised by exemplification materials with draft FGB minutes

hugely within a short time span.

The use of IRIS was explained. Teachers are able to record themselves or their pupils during lessons. It was hoped this would lead to personal development in classroom teaching.

Objective 4 Leadership and Management

Maths

It was pointed out by governors that it seems important to strike a balance between 'practice makes perfect' and the acquisition of new material at the same time. It was explained that teachers kept a close eye on those children who had reached a certain standard and ensured they were introduced to further, more advanced material while those who had not quite reached that level were offered further practice to ensure a solid knowledge of the material before moving on.

Assessment systems

SB reported that two governors had been able to visit the classrooms recently. This was an important experience to allow governors to see what was actually happening in the classrooms and the school. It was pointed out that this kind of visit did *not* serve as an 'inspection' but to give the teaching staff the message: 'everyone is in this together- how can we achieve the best for the children together?'. Governors wished to show their support to all involved in the education of the children at St Ebbe's.

[HS arrived.]

SB invited JF to attend science day to show support and experience a special day held at school.

Update on Building Work

Plans for the development of Swan class had been circulated and Liz Harrison [Oxford Diocese] is confident that funds will be forthcoming. The school will be required to contribute 10%.

The building plan for the next phase was shared and it was noted that the old and new buildings would be drawn together well resulting in good use of the space available as well as being aesthetically pleasing. Governors were pleased that Dan Wadsworth would be acting as project manager.

Health and Safety

The new table and bench combinations have been inspected for health and safety and are indeed fit for purpose.

A child had been taken ill before the school disco and Ms Robson dealt with the situation in an admirably professional and caring way. School takes any health matters of each individual child seriously and amends procedures overall and individually on a constant basis.

Human Values and Prevent

SB reported that the safeguarding policy had been amended to include the promotion of fundamental human values, all of which were already promoted and lived daily in all aspects of school life and teaching. Governors were urged to complete Prevent training just as all members of SLT had done and that SA would collect the certificates. A safeguarding course was also offered.

Funding

<p>SB noted that funding would be restricted in the next financial year due to lower numbers of pupils in EYFS (a forecast across the entire county for next year). Numbers of children across all classes would be monitored, options would be explored and discussed to allow the best possible education for the children in the next academic year. [SBJ arrives.]</p>	
<p>7. Committee Minutes <u>Personnel and Welfare Committee Report of 2nd March 2016</u> Staff absence numbers were discussed.</p> <p><u>Curriculum and Standards Meeting</u> Minutes are to follow.</p> <p><u>Parent Council [Verbal]</u> SBJ reported that some classes still had no parent councillors. Other subjects discussed between parents and governors were the quality of the school meals as well as playground supervision. It was agreed that the dialogue between teaching staff, management and parents was very good, enabling dialogue and thus reassuring parents that school responded to parents concerns.</p>	<p>Minutes of curriculum and standard meeting</p>
<p>8. SIAMS update SB announced the mid-term SIAMS review for March 10th 2016. This was seen as an opportunity to start preparations for the real inspection in 2.5 years. The areas to be inspected would be RE, Collective Worship, Leadership/management, what qualities indicate a distinctive Christian foundation school. It was noted that no additional families had withdrawn their children from Thursday assemblies.</p>	<p>Governors' SIAMS meeting arranged for 10th March 2016.</p>
<p>9. Governor's Training Governors shared their attended training courses and their impressions with those sessions. Some seem to have been very beneficial, while some seemed to be aimed at governors of very small schools. All governors were asked to provide JR and SA with details of courses attended.</p> <p><u>EIG Programme:</u> <u>Governance within a Church school context:</u> Janet Rayment, Ben Haydon <u>Finance Matters:</u> Simon Bridson Jones <u>How to be an effective governor:</u> Simon Bridson Jones, Ben Haydon</p> <p><u>Induction:</u> Simon Potter <u>Introduction to safeguarding (OSCB online)</u> : Simon Bridson Jones, Janet Rayment, Steph Gilroy Lowe, Susie Bagnall <u>Prevent: General Awareness:</u> Susie Bagnall, Ben Haydon, Janet Rayment</p> <p>AG reported that the Governor's Away Day had been booked for 15th June 2016 at Henley Business School. The possible objectives of the day as well as general planning for the day were discussed. Details and invitations will follow.</p>	<p>Governors to supply details of courses attended.</p> <p>Details and invitations to Governor's Away Day to follow.</p>

<p>10. Governor visits –reports <u>Two reports had been received: Safeguarding and Maths</u> <u>Safeguarding:</u> It was noted that the child mentioned in the report did not leave the school site at any time but was in the bike shed area. It was agreed that Oxford Active were responsible for children’s safeguarding issues after the end of the school day for those children attending their sessions.</p>	
<p>11. Any other business. The next <u>Curriculum and Standards Meeting</u> 14th April 2016 4.30pm at school. The next <u>FGBM</u> is due to take place on 17th May 2016 6.30pm at school. The next <u>Finance Personnel & Welfare Meeting</u> 20th May 2016 The next <u>Foundation Meeting</u> 21th May 2016 7.30 pm</p> <p>The meeting ended at 8.00 pm</p>	