



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

Headteacher: Mrs Susie Bagnall MEd

Minutes of the Full Governing Body Meeting
held on Tuesday 10th October 2017 at the School

Present

- Janet Rayment (Foundation Governor) (JR) – Chair
- Steve Hellyer (Foundation Governor) (SH) Vice Chair
- Susie Bagnall (Headteacher) (SB)
- Simon Bridson-Jones (Parent Governor) (SBJ)
- Malcolm Cubitt [Parent Governor] (MC)
- Joyce Francois (Foundation Governor) (JF)
- Andrew Godley (Foundation Governor) (AG)
- Hugh Starkey (LA Governor) (HS)
- Pete Wilkinson (Foundation Governor)

In Attendance

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

Apologies

- Steph Gilroy Lowe (SGL) (Staff Governor)
- Tony Lee [Foundation Governor] (TL)

MINUTE	ACTION
<p>Procedural Matters</p> <p>The meeting started at 5.00pm & was opened with prayer. The meeting was quorate.</p>	
<p>1. Welcome and Apologies</p> <p>The Chair welcomed Malcom Cubitt to his first meeting of the GB. Apologies were received and accepted from SGL. TL offered apologies. All documents had been circulated before the meeting.</p>	

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

<p>2. Declaration of any business interests. There were no declarations of interest.</p>	
<p>3. Notice of Any Other Urgent Business One from SBJ</p>	
<p>4. Minutes of the last meeting and matters arising The minutes of 21.09.17 had been agreed. Matters arising: 5a. Zarina Tharpar had stood down from the GB. JF agreed to take on the role of EAL Champion & liaise with Betty Cranham. 6. JF and MC accepted Governor Code of Conduct. 7. DBS clearance underway for TL and MC. 10. Committee list agreed. 11. JR would circulate document for governor information with minutes. 11. SB had updated website. Governors to check their personal entry.</p>	
<p>5. Evaluation of SIP 2016-2017 The Improvement Plan was explained in detail by SB who had colour coded the data to help governors access the key information. Strengths and areas for development were discussed. Governors commended the staff and children for their hard work as most targets had been met. In all core subjects, the school progress measure was well above the 'floor standard'. Writing: Y2 data is significantly improved compared to last year: exceeded NA standards. Y6 data is significantly improved compared to last year: 1% below NA standards Combined Writing, Reading & Maths is in line with Na 2017 and significantly improved compared to last year. Maths: Y2 data is significantly improved compared to last year, and 1% above NA Y6 achieving GDS [Greater Depth in Expected Standard]; data is significantly improved compared to last year, Progress strong across all year groups Raise standards amongst disadvantaged children:</p>	<p>Governors asked for their congratulations to be passed on to staff for the hard work that had enabled children to achieve well and make good progress</p> <p>C&S committee will monitor the attainment and progress of children in disadvantaged groups and feed back to FGB</p>

<p>The data gives a less consistent picture of good attainment and children making expected progress. The attainment and progress of disadvantaged children will be a focus for the next SIP</p> <p>Q. Who would take on Ms Ahilan’s role as EAL Champion? Miss Cranham taking on this role.</p> <p>Raise % of children achieving GLD [Good Level of Development in EYFS] School data is significantly improved compared to 2016 and 2% above NA.</p> <p>Achieve consistently high learning behaviour in UKS2: There had been a marked improvement in classroom behaviour and attitudes to learning in Year 6</p> <p>Develop capacity of SLT to lead improvement: New SLT working well together and giving a good lead to the staff</p> <p>For school to maintain control of the academy agenda: School in process of becoming an academy with ODST</p> <p>Raise the level of governor involvement and accountability: Governors are gaining greater knowledge and understanding of the wider curriculum through meeting regularly with subject coordinators Q. How can role of Link Governor be developed? From discussion, staff felt supported but were also accountable to governors; reports circulated gave all governors knowledge about the curriculum. Proposed that subject leader action plans are shared and discussed at link meetings.</p> <p>Governors promote Vision, Values and Aims of St Ebbe’s: Governors are working towards a SIAMS inspection in 2018</p> <p>Keep tight rein of 2016-2017 budget: Achieved but small planned deficit carried forward</p> <p>Complete rebuild of Swan class conservatory: Achieved Tight finances will prevent the completion of the hall extension and the Swan classroom reconfiguration for the foreseeable future.</p>	<p>SB and Finance team congratulated for their management of the budget in challenging times</p>
<p>6. School Positional Statement This shows the school’s position for 43 key indicators compared with the NA [National Average].</p>	

<p>The majority of the colour-coded flags were green, indicating that school attainment 2017 was at or above the NA for Y6, Y2, EYFS and the Y1 Phonics Screening.</p> <p>Three areas were flagged red, indicating they were significantly below NA and targets for these have been rolled forward into the next SIP.</p> <p>This was a very marked improvement on the Positional Statement last year and governors congratulated the staff on the very focussed teaching that had enabled the children to achieve these outcomes.</p>	
<p>7. The SIP and SDP for 2017-2018</p> <p>SB introduced the draft SIP/SDP which was in a new format.</p> <p>The three main targets for improvement were:</p> <ul style="list-style-type: none"> • To improve standards in Writing • Enable PP, SEND and those in Y5/6 who achieved 2C/2B at end of KS1 to make more rapid progress • Ensure that more children with EAL and in receipt of PP achieve GDS [Greater Depth in Expected Standard] in core subjects. <p>Q. How would the Head report back to governors? Through the HT's report and against the 'evidence of impact' criteria set out in the plan.</p> <p>Governors approved these key areas for improvement.</p> <p>Q. How often are children assessed? Three whole-school assessment points each year but disadvantaged children assessed six times.</p> <p>The Development Plan focussed on broader areas:</p> <ul style="list-style-type: none"> • Behaviour • Staff wellbeing • Leadership & management • Distinctiveness as a church school • Joining the ODST <p>Governors challenged the absence of SMART targets against which impact could be measured and SB agreed to review this and suggest some targets for some of the areas in the development plan.</p> <p>It was suggested that evidence of impact re. pupil behaviour and staff wellbeing could be submitted to P&W committee and then to the FGB</p>	<p>SB & SLT to suggest targets for some areas for development</p>
<p>8. Joining Oxford Diocesan Schools Trust</p> <p>The Chair updated governors on actions taken since meeting on 14th September. Key personnel at ODST had been contacted and the formal letter registering interest in joining the Trust had been sent. Anne Davey,</p>	<p>Chair to contact Gordon Joyner</p>

<p>CEO of the ODST had welcomed the school’s expression of interest. Gordon Joyner, Deputy Director ODBE, had been assigned as project lead and an email sent by JR. No dates for an initial meeting had been established.</p>	
<p>9. Preparing for OfSTED</p> <p>The school was moving into an OfSTED ‘window for inspection’. The Chair had circulated various documents outlining what was involved in an inspection and had asked governors to consider what documents and information would be most helpful for them to prepare for questioning by inspectors.</p> <p>It was agreed that a governor Dropbox would be a very useful place for all governor paperwork to be stored with a folder specifically for OFSTED.</p> <p>Documents to be included:</p> <ul style="list-style-type: none"> • The ASP [Assessing Student Progress] which replaces RAISEonline, with analysis by C&S committee • Safeguarding reports and audit • Curriculum reports from Link governors • Minutes from committees • SIP/SDP • Positional statement <p>Governors were also asked to make suggestions for the strengths of the school</p>	<p>SB to establish governor Dropbox</p> <p>C&S committee to analyse ASP</p> <p>Governors to send ‘strengths of school’ to JR by November 15th</p>
<p>10. SIAMS</p> <p>The school will have an inspection by the SIAMS team next spring. The SIAMS Toolkit had been circulated for information.</p> <p>The evaluation of key criteria is carried out by Foundation governors and a request was made for a non-foundation governor to assist in the preparation for the inspection. It was emphasised that all governors have a responsibility to uphold and support the school’s church-school status.</p>	
<p>11. Health & Safety</p> <p>a) In the light of some accidents in the school playground, the staff are considering how EYFS children can make a safer transition to the playground when they enter Y1.</p> <p>b) Vulnerable children are being encouraged to join lunchtime clubs</p> <p>c) The school has strengthened safeguarding by locking the front door until the front office is manned. The Marlborough Road gate is kept locked.</p>	

<p>d] Fire drill now requires children to gather on the school field, well away from the building</p>	
<p>12. AOUB</p> <p>a] SB had attended an LA briefing at which Jenny Kerry [LA lead for Governors] had emphasised that governors should:</p> <ul style="list-style-type: none"> - Challenge and scrutinise - Plan ahead, and come informed to meetings - Know their school; visit - Ask the right questions - Collaborate with other schools - Consider how their decisions have impact <p>b] Parent Council</p> <p>SBJ reported that there were 3 Parent Council reps for 14 classes. There had been a number of attempts to recruit more volunteers but with no success. Governors discussed other ways in which parents could ask questions and express their opinions.</p> <p>It was agreed that, this year the Council would be disbanded and replaced with three events, each focussing on a topic of interest to parents, to which all parents would be invited. A brief talk followed by an opportunity for questions. It was hoped that these would be good social occasions.</p> <p>Date: November 15th @ 6.00-7.30pm</p>	<p>Ideas for topics to SBJ and MC who would make the decision in collaboration with SB</p>
<p>13. Committee Dates</p> <p>Agreed as follows:</p> <p>FGB: 16th January, 8th March @ 5.00pm</p> <p>Personnel & Welfare: 31st October @ 4.30pm</p> <p>Foundation: 7th November @ 5.00pm</p> <p>Curriculum & Standards: 6th December @ 5.00pm</p> <p>Finance: tba</p>	
<p>There being no other business the meeting ended at 6.45pm</p>	