



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

Headteacher: Mrs Susie Bagnall MEd

**Minutes of the Full Governing Body Meeting
held on Tuesday June 26th 2018 at the School**

Present

- Janet Rayment: Foundation Governor (JR) – Chair
- Steve Hellyer: Foundation Governor (SH) - Vice Chair
- Hugh Starkey: LA Governor (HS)
- Steve Whitla: (SW) Foundation Governor)
- Susie Bagnall: Headteacher (SB)
- Tony Lee: Foundation Governor (TL)
- Simon Bridson-Jones: Parent Governor (SBJ)

In Attendance

- Clare Whyles: Associate member (CW)
- Jo Horn: Associate Member (JH)
- Jonathan Smith: OCC Governor Services (JS)

MINUTES	ACTION
<p>1. Welcome, Apologies and Prayer</p> <p>The meeting started at 5pm and was opened with prayer led by Rev. Hellyer Apologies were accepted from Malcolm Cubitt: Parent Governor (MC); Joyce Francoise: Foundation Governor (JF); Andrew Godley: Foundation Governor (AG); Steph Gilroy Lowe: (SGL) Staff Governor, Pete Wilkinson: Foundation Governor (PW)</p> <p>The meeting was quorate.</p>	
<p>2. Declaration of any business interests</p> <p>There were no declarations of interest relating to this agenda.</p>	
<p>3. Notice of Any Other Urgent Business</p> <p>Notification was made of four issues that appear in agenda item 13. There were no declarations of interest relating to these additional items.</p>	
<p>4. Minutes and matters arising from minutes of April 26th 2018</p>	<p>Proposal to come to FGB in the autumn</p>

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

SH identified a mistake in the first line of item 6. It is hoped that 'Academisation' will take place before 2108!

SGL had drafted a proposal for how the school would manage verbally aggressive parents. This had gone to P&W committee and to staff for their comments. The minutes were accepted as a true and accurate record of the meeting. A copy was signed by JR to be filed at the school

5) Headteacher Report

SB presented her final HT's report. Colleagues congratulated her on the thoroughness and strategic precision of this piece of work. The report featured a number of recommendations and colleagues asked how these development points would be continued once Tina Farr takes up her post in September. SB explained that there would be a series of meetings between herself and Tina before the end of term. She had deliberately up-dated the SEF with transition in mind and there was no danger that her recommendations would become 'lost'. However, she felt that Tina may well have her own recommendations and different set of priorities and that Governors would need to be able to accommodate, understand and welcome these.

SB addressed a number of the school Development points identified in the report

5.1: Writing

The current Year 6 data is strong with 95% of all students and 88% of PP students expected to achieve the standard. SB explained that this cohort of children has, throughout their time at the school, had few additional needs and, as the last 1 ½ form entry cohort going through the school, had the advantage of being taught in small classes. However, the predicted data suggests a 20% improvement on the 2017 performance and SB feels that this also reflects a significant change in culture at the school. Writing has been elevated in status to that of reading at St Ebbe's and, moreover, the School has managed to recruit and train staff expert in the necessary moderation and assessment skills. She is confident that this development can be sustained.

HS asked if Read Write Inc was popular in the school. CW explained that it was a phonics programme that had been used in schools since 2006 and throughout the Country. It was generally accepted to be successful with all children particularly vulnerable learners. It is closely aligned to the National Curriculum and not, as its name suggests, North American.

Governors agreed that the fact that 43% of children working at greater depth (compared to 27% in 2017) was particularly impressive.

Governors would be mindful of these recommendations when meeting in the autumn

5.2 Vulnerable Learners

SB reminded colleagues that many of St Ebbe's most vulnerable learners join the school mid-year. Thus the school had not had the full seven years to develop good learning and attendance habits and had less time to build strong relationships with families. Consequently, it was important to understand that there were barriers to progress that aspiration alone would not overcome. SB is confident that, again, the culture of the school has changed so that these learners are prioritised without disadvantaging the highest achievers. She believes it would be more appropriate to set cohort specific targets in future (rather than setting targets based on national end of key stage data), for PP students and conduct an EPPR review in the new year.

SW asked what 'the weekly feedback' involved? CW explained that younger children often found it hard to read comments written in books. It was far more effective to talk to them about their work and regular opportunities are provided each week. This approach is considered most successful by the Sutton Trust.

Several Governors asked about the opportunities available for vulnerable children to achieve 'greater depth'. SB explained that whole school pedagogy (e.g. mastery maths and talk for writing) aims to support the academic needs of all children and staff were skilled at identifying issues and engaging the necessary interventions. Consequently, there were opportunities for vulnerable learners to achieve 'greater depth'. SB has taken the decision to use scarce resources to enable the majority to achieve the expected standard, however, there were insufficient resources available to provide extra provision for a small number of vulnerable learners who might achieve GDS with additional support.

5.3. Behaviour.

SB explained that in the recent past, poor behaviour had placed staff under great strain but they have shown great resilience, and the high level behaviour of a minority of children has mostly improved dramatically as the year has progressed. There were still examples of poor behaviour and there was no capacity for any relaxation.

JR asked what Andy Hamilton (Systems Leader) had meant by 'some good behaviour' in his report. SB reassured Governors that he had seen 'plenty' of good behaviour. He had witnessed some poor behaviour but had been impressed with the skill exercised by the teaching colleague dealing with the issue and the fact that the rest of the class continued to work without distraction.

TL asked if there was a cyclical pattern to behaviour. In the past there had been a view that children found it hard to settle after school holidays and at the start of the

year. CW explained that this is less of an issue as the school has developed more effective transition programmes. SB felt that behaviour was often more challenging on Fridays but that this should not be interpreted as a significant pattern. Governors discussed the number of Fixed Term Exclusions recorded. SB explained that in each situation, parents had been supportive, they had approved of the action taken by the school, and there had be no repetition of the behaviour after the child had been reintegrated.

5.4 Attendance

SB has received a number of end of term holiday requests. The 2017-8 school year finishes on a Tuesday and a number of families are taking their children out of school to start early holidays. School has strategically scheduled the student performance and leavers assembly to take place during the penultimate week. However, there will be an inevitable impact on the final attendance figures.

SB explained that poor attendance is age related with younger children, those accompanied to school, having the greater proportion of absences. The Home School Link Worker (HSLW), Steph Gilroy Lowe, is involved with all families whose attendance has dropped below 85%.

SB added that attendance reports, in a simple format, can now be generated easily on SIMS.

CW explained that registers closed at 9.30am but that only persistent 'lates', continually arriving after this time, would have lateness recorded as 'a session missed'. Consequently, lateness only affected the attendance figures of a very small number of children.

5.5 Staff well-being

Lisa Shaw and Jen Carter will both now be able to continue their staff support role during 2018-9

5.6 Leadership and Management

SB reassured Governors that teachers were well prepared and skilled to meet the needs of the vulnerable cohorts in Year 4 and Year 5. Progress had been made.

5.7 Staffing for 2018-9 Academic Year

The school had received a good number of applications for the vacant posts and, consequently had been able to appoint a number of very experienced members of

staff. TA recruitment is ongoing. JR asked about 'exit interviews' and will follow up with staff who are leaving, if time allows

Exit interviews: JR

SW asked if staff turnover at St Ebbe's was 'typical'. CW felt that the turnover of TAs at St Ebbe's was probably about 25% but it was important to remember that TAs are often on a journey to other qualifications including QTS. SB added that teachers are being forced to leave the city of Oxford by high property prices and rent. Teachers can buy or rent new affordable houses in Bicester, Banbury and Didcot where there is often a new-build school on the same estate. Consequently, many Oxford schools are offering a package of training and relocation expenses to attract staff. Staff retention is an issue for all schools.

TL suggested that it might be useful for the school to conduct exit interviews. SB agreed.

5.8 SIAMS

Christian Panzer will take over from Jo Horn as RE Coordinator.

Colleagues thanked JH for her outstanding work in this role over the last few years. Jo can largely take the credit for the successful RE outcomes in the last few SIAMS Inspections, and Governors thanked her for her outstanding contribution to this process and also to RE throughout the school.

5.9 How the school has managed the recent death of a pupil

SB explained how the school had managed the sudden death of a pupil. She explained the systems used to communicate the sad news to all staff including those on a residential trip, how the students were informed, strategies to support a sibling and how the family were assisted at the time, at the funeral and since. A number of support opportunities have provided for staff and students. For example, a parent of a child in the same class is a doctor. She attended the class to address concerns and answer questions left by children in a 'worry box'. SH has also visited and met with staff.

A 'Book of Memories' has been created and the whole school participated in a 'Goodbye' assembly last week. There will be a celebration of the child's life in the Autumn Term with a tree planting ceremony at this time.

Governors congratulated SB and her staff. This sad situation has been managed by the school thoroughly and thoughtfully with great skill and sensitivity.

<p>6. Academisation and joining ODST - update</p> <p>SBJ had circulated a statement that he proposed be sent to parents regarding the academisation process. The statement:</p> <ul style="list-style-type: none"> • reaffirms the intention of the school to become an Academy in the near future • explains that the school is currently proceeding towards this goal at a slow pace , through no fault of its own. • that there is, therefore, an opportunity to clarify this strategy and involve new parents and staff in the academisation process. <p>Governors supported this statement and it will appear in the newsletter and on Parent Mail.</p> <p>HS has received an e-mail from a Councillor explaining that the OCC is investing in a new team and resources to support LEA schools. HS will respond to the e-mail by reiterating the points made in the statement above.</p>	<p>SB</p> <p>HS</p>
<p>7. SEF (for information)</p> <p>SB explained that the document was based on a template provided by Andy Hamilton. Governors congratulated SB on an excellent piece of work. The SEF will give the incoming headteacher a very good overview of the school.</p>	
<p>8. General Data Protection Regulations</p> <p>In response to the change in regulations, the school has undertaken a significant amount of shredding. It is possible to shred 7+ year old HR records and this has reduced the amount of archive paper work in the office. All Safeguarding and SEND information is now locked in a filing cabinet.</p>	
<p>9. Committee Minutes</p> <p>a) Personnel and Welfare</p> <p>This committee met on 8th May. SH to distribute notes</p> <p>b) Finance</p> <p>This Committee has not met since the last FGB</p> <p>c) Parent Council</p> <p>SBJ explained that parents had raised a number of operational issues concerning; toilets, traffic, playground behaviour, and dinners (although the view was that these had improved)</p> <p>MC will take the group forward in 2018-19</p> <p>d) Curriculum and Standards</p> <p>This committee met on 10th May. Notes have been circulated</p>	<p>SH</p>
<p>10. Governor Link Visits</p> <p>HS had attended the Environmental Geography Day on 11th June and although he accepted that staff were very busy on the day, he was still able to have some helpful</p>	

and informative conversations with members of the Humanities Team. Report circulated

11. Governor vacancies - update

JS and JR will maintain accurate records of the Governing Body in 2018-9. JS will maintain a central record of attendance and the expiry dates of each Governor. The current composition of the Governing Body is:

Position	Total	Actual
Associate Member	2	2
Foundation	7	7
LA	1	1
Parent	2	2
Staff	1	1
Headteacher	1	1
Clerk	1	1

SBJ's resignation and SH's departure from the diocese will create vacancies. SH will consult with his curate, Steve Tuck, to see if he would be prepared to serve as Foundation Governor until the new vicar is installed. The deadline for parents and carers to apply to become a Parent Governor is June 27th. If there is more than one applicant, there will be an election before the end of term.

SH

JR + office staff

12. Health and Safety including Safeguarding Audit outcomes

JR had accompanied Sue Whidborne [SENDSCO] and Charlotte Allen [OSCB] on a particularly thorough Safeguarding Audit. A report will follow and this will report on:

- staff training
- communication about safeguarding
- bullying
- security fences at the front of the school
- induction training for all new staff
- changes in H & S legislation effective in 2018
- the propensity of parents and other adults to be in the school building at 'drop off' and 'pick up' times.

Charlotte had recommended that at least two governors attend Safer Recruitment training and all governors have generalist safeguarding training.

Overall, the audit found school processes and procedures to be very effective.

However, procedures at the beginning and end of the school day need improvement.

SW will address this in the autumn.

Training to be booked during 2018/19

13. AOUB

13.1. JR circulated fund-raising cards created by the Parents Association. These provided a 'charity discount' at a number of city-based shops and internet sites. Colleagues were invited to use them.

<p>13.2. JR/SB have engaged in correspondence with a particular family re. the use of their child’s full name on a circulated list. JR and SB feel that it is important, post GDPR, to consider how children’s names are displayed in settings that can be accessed by parents, for example, next to their coat pegs.</p> <p>13.3. The July Foundation Committee Meeting will be rescheduled in the Autumn Term as colleagues are currently unavailable.</p> <p>13.4. SB’s ‘Leaving Party’ is to be a concert at St Matthews, 7pm to 10pm on July 12th. Governors are also welcome to attend a special assembly 9.10am to 9.40am on Friday July 20th</p> <p>13.5 Governors had the opportunity to thank SB for all she had achieved during her seven years at St Ebbe’s School and comment on the very significant changes she had effected and managed with great skill and creativity during her headship.</p>	
<p>14. Farewell</p> <p>Colleagues thanked Simon Bridson Jones for his dynamic, thoughtful and much-appreciated contribution to the Governing Body. He will be missed. In his absence, Andrew Godley was also thanked for his contribution in many areas of the GB’s work.</p>	
<p>The meeting continued in an unofficial capacity after JS and SB had left</p> <p>The meeting ended at 6.30pm</p> <p>Dates of Future Meetings:</p> <p style="padding-left: 20px;">FGB Thurs 20th September</p> <p style="padding-left: 20px;">FGB Tuesday 9th October</p>	