



# St Ebbe's

C of E (Aided) Primary School

**Headteacher: Tina Farr**

## **Minutes of the Full Governing Body Meeting held on September 20th 2018 at the School**

### **Present**

- Janet Rayment: Foundation Governor (JR) – Chair
- Steve Hellyer: Foundation Governor (SH) - Vice Chair
- Hugh Starkey: LA Governor (HS)
- Tina Farr: Headteacher (TF)
- Malcolm Cubitt: Parent Governor (MC)
- Joyce Francoise: Foundation Governor (JF)
- Steph Gilroy Lowe: Staff Governor (SGL)
- Pete Wilkinson: Foundation Governor (PW)
- Katie Doorley: Parent Governor (KD)

### **Apologies**

- Steve Whitla: Foundation Governor (SW)
- Tony Lee: Foundation Governor (TL)

### **In Attendance**

- Jonathan Smith: OCC Governor Services (JS)

<b>MINUTES</b>	<b>ACTION</b>
<p><b>1. Welcome, Apologies and Prayer</b></p> <p>The meeting started at 5pm and was opened with prayer led by Rev. Hellyer</p> <p>Apologies were accepted from Steve Whitla (SW) and Tony Lee (TL)</p> <p>JR welcomed Tina Farr and Katie Doorley (Parent Governor) to the Governing Body.</p> <p>Governors gave brief personal introductions, around the table.</p> <p>The meeting was quorate.</p>	

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

<p><b>2. Introductions and opportunity for Tina Farr to give her early thoughts</b></p> <p>TF explained that, although she had been in post for less than three weeks, much had happened and she gave Governors an overview of the INSET days and actions since the start of term.</p>	
<p><b>3. Declaration of any business interests</b></p> <p>There were no declarations of interest relating to this agenda.</p>	
<p><b>4. Notice of Any Other Urgent Business</b> No other business was notified</p>	
<p><b>5. Minutes and matters arising from minutes of June 26<sup>th</sup> 2018</b></p> <p>SH has suggested to his curate that he might join the Governing Body, in an interim role, until his successor is in place. SH will inform Governors of the outcome of these conversations.</p> <p>JR was unable to conduct exit interviews at the end of the Summer term but will endeavour to do so as staff leave in 2018-9.</p> <p>HS has received no further correspondence regarding the issue discussed at the last meeting.</p>	
<p><b>6a) Election of Chair of Governors</b></p> <p>There was one nomination for the post, Janet Rayment.</p> <p>Janet was elected to serve as Chair of Governors 2018-9 by unanimous vote.</p> <p>The Governing Board thanked Janet for accepting this onerous responsibility and wished her good luck.</p> <p><b>6b) Election of Vice-chair of Governors</b></p> <p>Because SW and TL were unable to attend, Governors opted to defer the election of a Vice-chair until the meeting on the 9<sup>th</sup> October.</p> <p>Steve Hellyer agreed to continue as Vice-chair until this election takes place.</p>	
<p><b>7a) Standing Orders (for approval)</b></p> <p>To assist Governors, JR has indicated all revisions in red ink. The main change to the Standing Orders regarded the definition of ‘quorum’. If the total number of Governors in post falls to 10, quorum will be 6 and if it rises to 12, quorum will be 7.</p>	

<p>The revised Standing Orders were approved by Governors</p> <p><b>7b) Scheme of Delegation</b> Governors approved the Scheme of Delegation.</p>	
<p><b>8. Governor Code of Conduct for agreement and approval</b></p> <p><b>JR highlighted to Governors a number of key features of the Code of Conduct.</b></p> <ul style="list-style-type: none"> <li>• Governors should operate in a corporate fashion unless asked, by the GB, to work independently</li> <li>• The corporate responsibility shared by the GB supersedes the ‘interest’ of each Governor. For example, a Parent Governor can bring the experience of being a parent of a child at the school to a meeting but must realise that they are a representative parent not a representative of parents</li> <li>• Confidentiality is critical</li> <li>• Governors must contact the Headteacher to arrange a school visit unless it is an administrative visit involving the office or, of course, to attend assemblies.</li> </ul> <p>The code of conduct was approved and accepted by all Governors</p>	
<p><b>9. School Vision</b></p> <p>JR and TF explained that they would like to convene a Visions and Values meeting to reconsider the school’s vision in 2019. The meeting is likely to involve a Saturday morning or ‘long’ evening session. This discussion is apposite. TF’s appointment and the impending transition of the school to an academy provide both an opportunity and a requirement to re-visit this document.</p>	<p><b>Action</b> <b>TF and JR to propose date for vision and strategy meeting</b></p>
<p><b>10. Joining the Oxford Diocesan Schools Trust – letter from Anne Davey</b></p> <p>Private conversations with colleagues at ODST and a letter from the CEO, Anne Davey, suggest that the school is likely to join the Trust in 2019. Although ODST is the fastest growing Academy Trust in the area, the issues that are slowing the process seem to belong to the DfE rather than ODST. There should be more clarity and more precise time-scales after meetings that are scheduled to take place in September.</p> <p>Governors felt that parents may be concerned that the school is currently ‘between the stools’ and that uncertainty will stifle development and affect morale. During</p>	

<p>this transition period, the school actually enjoys the best of both worlds. For example, Associate Membership of ODST gives St Ebbe’s access to high quality INSET and full GDPR protection while continued control by OCC has enabled the school to win a £9,000 bursary. TF will explain that the school is in a strong and confident position and that the protracted ‘academisation’ process has not, and will not, inhibit progress at the school. TF will share the newsletter with Governors before circulation. The ‘Academisation Q and A’ to be reinstated on the school website. (see item 12)</p>	<p><b>TF</b></p>
<p><b>11. Allocation to Committees. Governor links to PE and vulnerable learners</b></p> <p>Governors discussed the Committee Structure for 2018-9. Decisions made at the meeting were:</p> <ul style="list-style-type: none"> <li>• KD will join the Curriculum and Standards Committee</li> <li>• TF will attend the Finance Committee</li> <li>• The Personnel and Welfare Committee and Finance Committee meetings will combine as necessary</li> <li>• TF will join the Admissions Committee</li> <li>• Karen Metcalfe will be invited to join the Head Teacher’s Appraisal Panel as external advisor.</li> <li>• JF will join the HT Appraisal Panel</li> <li>• KD will join the Staff Disciplinary Panel</li> </ul> <p>Governors also discussed their links with curriculum areas 2018-9. Decisions made at the meeting were:</p> <ul style="list-style-type: none"> <li>• JF will link with Science</li> <li>• SW will link with Music</li> <li>• HS will link Humanities and MFL</li> <li>• JR will be the Safeguarding lead</li> <li>• MC will link with Computing.</li> <li>• PW will link with PE and RE</li> <li>• KD will support PW with PE</li> <li>• KD will link with Pupil Premium</li> <li>• KD will link with Art and Design</li> <li>• SGL will oversee website compliance</li> </ul> <p>TF will bring a Governor Visits Policy, scheduling Governor visits to the FGB meeting on October 9<sup>th</sup>. TF has already identified the weeks beginning 1<sup>st</sup>, 8<sup>th</sup> and 15<sup>th</sup> October as ‘good’ times for visits.</p>	<p><b>TF</b></p>

<p>HS will develop and refine the 'Questions for Governors to Ask on School Visits' document, for C&amp;S October 16<sup>th</sup></p> <p>A record of committee membership and curriculum links will be posted on GovernorHub</p> <p>Governor details will be updated on GovernorHub</p>	<p><b>HS</b></p> <p><b>JS</b></p> <p><b>JS</b></p>
<p><b>12. Website Compliance – requirements for Governor information and compliance.</b></p> <p><b>a) appointment of website link Governor</b> SGL will oversee the website.</p> <p><b>b) allocation of website compliance tasks re ODSST guidance</b> The web-site is not fully compliant. JR referred to a website audit document circulated before the meeting by ODSST (on GovernorHub) and asked each governor to log on to the school website and check a section of the audit. Any omissions or required alterations to be e-mailed to JS (<a href="mailto:applegarth01@sky.com">applegarth01@sky.com</a>) who will collate and present at the FGB on October 9<sup>th</sup>. Sections to be covered are:</p> <p>Section 1 2 and 3: MC Section 4 5 and 6: JF Section 7: KD Section 8 and 9: HS Section 10: SGL Section 11: JR Sections 12 15 and 16: PW Sections 17 and 18: TL Sections 19 and 20 SW</p> <p>Please note that colleagues are not asked to update or remove documents, but to report the fact that this is required!</p>	<p><b>All governors</b></p> <p><b>JS</b></p>

<p><b>13. Health and Safety including buildings update</b></p> <p>TF has revised the end of day arrangements so that children are now escorted to their clubs, the relevant risk assessments have been updated and registration procedures have been tightened.</p>	
<p><b>14. Training</b></p> <p>JR asked all Governors to consider the courses provided by EIG and ODST and select at least one training opportunity that they will attend during 2018-9. Governors will be asked to state their choice at the FGB meeting on October 9<sup>th</sup></p> <p>JR also asked how the training experience gained by one Governor might be cascaded to all colleagues. JS explained that there is a function on GovernorHub that could facilitate this.</p> <p>a) EIG brochure – Governors to opt for courses at next FGB All Excellence in Governance Courses are available free of charge for the next two years. JR will attend ‘The role of the Governing Body in an OfSTED Inspection’ on September 25<sup>th</sup>.</p> <p>b) ODST training Autumn 2018 Two interesting and relevant courses are Performance Objective Setting, 24<sup>th</sup> September at 7.00 pm or 1<sup>st</sup> October at 4.30 pm. Relevant for HTs appraisal governors. Monitoring a School Through Visits, 19<sup>th</sup> November at 7.00pm. Relevant for all governors. All courses at Church House, Kidlington</p> <p>c) GovernorHub JS will be available before the meeting on October 9<sup>th</sup> to assist with any problems that Governors may have.</p>	<p><b>All Govs</b></p> <p><b>JR</b></p> <p><b>JS</b></p>
<p><b>15. AOB</b></p> <p>TF explained that her ‘school gate’ strategy enabled her to have face-to-face meetings with parents and deal with issues that matter to them, quickly and informally.</p> <p>TF will be sending out a comprehensive parent survey to gather parents views about a number of school issues.</p>	<p><b>TF</b></p>

**Dates of Future Meetings:**

FGB Thurs 9<sup>th</sup> October 2018, April 25<sup>th</sup> and June 25<sup>th</sup> 2019

Curriculum and Standards Tuesday 16<sup>th</sup> October 5.00 pm

Curriculum and Standards Tuesday 4<sup>th</sup> December 5.00 pm

Foundation: PW to circulate dates in November

Academy Working Group: to convene when letter received from ODST

The meeting ended with prayer at 6.40pm