



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

**Headteacher: Tina Farr**

**Minutes of the Full Governing Body Meeting  
held on October 9th 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) (arrived 5.20pm)
- Joyce Francoise: Foundation Governor (JF)
- Steph Gilroy Lowe: Staff Governor (SGL)
- Pete Wilkinson: Foundation Governor (PW)
- Katie Doorley: Parent Governor (KD)
- Steve Whitla: Foundation Governor (SW)
- Tony Lee: Foundation Governor (TL) (arrived at 5.20 pm)

**In Attendance**

- Jonathan Smith: OCC Governor Services (JS)

MINUTES	ACTION
<p><b>1. Welcome, Apologies and Prayer</b></p> <p>The meeting started at 5pm and was opened with prayer led by Rev. Hellyer The meeting was quorate.</p>	
<p><b>2. Declarations of any Business Interests</b></p> <p>SW, JH, TL and CW completed the Declaration of Interest forms. JS will add details to GovernorHub.</p>	<p><b>JS</b></p>

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

**3. Notice of Any Other Urgent Business**

No other business was notified There were no declarations of interest relating to this agenda.

**4. Minutes and matters arising from minutes of Thursday 20<sup>th</sup> September 2018**

4.1: The minutes were accepted as an accurate reflection of the meeting. A copy was signed by JR.

4.2: SW explained that he had read, understood and agreed with the Governor Code of Conduct.

**5. School Data from Summer 2018**

TF presented a summary of the KS1 and KS2 attainment data for the summer of 2018.

KS2 Test Results / Teacher Assessment	% of pupils working at the Expected Standard + (inc at Greater Depth)			
	2017	national	2018	national
English Reading	66%	71%	87%	75%
English Writing (TA)	75%	76%	95%	78%
Mathematics	70%	75%	92%	76%
SPAG	68%	77%	87%	78%

KS1 Teacher Assessment	% of pupils reaching the Expected Standard and at Greater Depth			
	2017	Nat	2018	Nat
English Reading	84%	76%	74%	
English Writing	73%	68%	67%	
Mathematics	76%	75%	74%	

- The overall situation of the school is positive and Governors can be particularly pleased that the 'working at greater depth', a key focus in the 2017-8 development plan, has improved.
- Year 6 Pupil Premium students (8 children) worked above the national average on all three assessed strands. They have a progress score of +1.5; writing is +2.9 and maths is +0.9. Although staff are not complacent, the lower score in maths reflects a more exacting national assessment regime and it is customary for this score to be lower.
- The school has completed some interim assessment of SEND progress and progress scores, again, would appear to be positive.

<p>Governors are encouraged by the progress and attainment of children at the school.</p>	
<p><b>6. School Positional Statement</b></p> <p>This is a sparse document at the moment as most of the necessary data needed to populate the Position Statement has yet to be released by the DfE.</p> <p>TF drew Governors attention towards line A21 – the progress of higher attainment students in maths. This figure is a ‘red’ -1.7. However, most of these students are ‘working at greater depth’ but needed to score even higher on the test to gain a positive progress score.</p>	
<p><b>7. School Improvement Plan for FGB Approval</b></p> <p>TF presented the 2018-9 School Improvement Plan (SIP). She explained that the SIP is a working document and is likely to change as the year progresses.</p> <p>TF’s priorities have been shaped by her own observations, conversations with parents and children and ideas generated by staff during INSET sessions in September as well as the evaluation of the former HT. Each of the strands will be reviewed regularly during the year at various Governor meetings.</p> <p>TF stressed that the two key development priorities in 2018-9 would be:</p> <ul style="list-style-type: none"> <li>• Personal Development, Behaviour and Welfare</li> <li>• Persistent absentees/attendance</li> <li>• Re-design of the curriculum</li> </ul> <p>A Governor noted that the initials ‘TF’ stood next to most of the actions on the plan. He asked if there was any danger of the headteacher becoming overwhelmed. TF asked Governors to consider this issue when discussing item 14.</p> <p><i>7.1. Personal Development Behaviour and Welfare</i></p> <p>TF stressed that behaviour of the majority of children meets the expectations of staff but that a clearer approach, consistently applied by all adults would lead to significant overall improvement. Following the INSET days, staff are already demonstrating a more <del>creative and</del> consistent approach to managing poor behaviour and TF is confident that, as a SIP priority, behaviour throughout the school will quickly improve to become an area of strength.</p> <p><i>How could Governors support this development point through Governor visits?</i> It was agreed that during visits, Governors would be encouraged to observe behaviour in the playground</p>	

and in the corridors. JR felt that, as safeguarding link, her visits could report a broader view of 'student welfare'. It was agreed that conversations between students and Governors would be an integral part of this support.

*Why were 'Behaviour for Communication' and 'Autism' grouped under the same heading?* TF accepted that this was, perhaps misleading, and that it should read 'Behaviour-for-Communication'. However, she wanted to emphasise the fact that staff needed high-quality, strategic training in the full range of behaviours presented by children newly arrived at the school in the previous academic year.

*Why had persistent absence become such a priority?* A staff Governor explained that Oxfordshire had a poor persistent absence record compared to other shire counties and as a result of external pressure, OCC had re-set attendance targets. The attendance figures at St Ebbe's previously compared favourably to other schools in the city but the new targets will require all schools to increase their attendance by at least 5%.

*What help has the school received from OCC since the school became categorised for high persistent absence?* TF is delighted that the Attendance and Engagement team visit regularly. They have a number of fresh ideas and will support school staff by issuing attendance contracts and attending challenging meetings with parents. *Will this level of support would continue when the school joins ODST?* TF will investigate but she had been pleasantly surprised by the support offered at her first meeting with ODST.

## 7.2. Quality of Teaching and Learning and Assessment

- TF explained that she intended buying the Insight Tracking software for the school: <https://www.insighttracking.com> This will reduce the workload faced by many teachers and enable staff to track student progress easily and instantly. Insight will cost about £1,500 to install.
- The school will receive the equivalent of £9,000 'maths mastery' support
- It will also receive funding for a writing project. TF and senior staff feel that this might be 'one project too many' and will seek to direct the funding to development work that is already planned.
- TF described an exciting curriculum development project. During 2018-9, a new curriculum will be gradually introduced after Easter. This will reflect the values of the school and combine skills and knowledge in a balanced cohesive relationship. It will be project based with rich activities that will develop a range of academic and personal development skills simultaneously. TF will receive support from a curriculum development expert and it is hoped that the school can develop a

<p>curriculum that will be innovative, creative and of interest to other schools. Plans are to be shared with parents and children.</p> <p><i>7.3. Outcomes for Pupils</i> Pupil Progress meetings have already been revised and the headteacher will attend these. The school will use standard assessments with all year groups in 2018-9. However, it recognises that these tests can create anxiety and will endeavour to create a stress-free environment for the children involved.</p> <p><i>7.4. Leadership and Governance</i> See item 14</p> <p><i>7.5. EYFS</i> This page of the School Improvement Plan will be completed later.</p> <p>The Governing Body approved the School Development Plan and thanked TF and her staff for their hard work.</p>	
<p><b>8) Website Compliance</b></p> <p>JS has received feedback from most staff and passed details of the necessary actions to SGL. There appear to be three main issues:</p> <ul style="list-style-type: none"> <li>• Many of the documents and pages still refer to the previous Headteacher. It will be necessary to work through all the pages removing these references – a time consuming task. TF will begin to amend documents.</li> <li>• It is not always clear if the policies on the website have been revised according to the schedule. It is easy to revise a policy, gain FGB approval, but then fail to update the policy on the website. Schools where someone in the office ‘owns’ policies, tend to be more effective in this regard. (see item 14)</li> <li>• The Governor details page needs to be revised. New Governors have joined and others have left. Governors agree that it would be useful to have new photographs on this web page, including photographs taken during a Governor meeting, a school visit etc.</li> </ul>	<p><b>SGL</b></p> <p><b>TF</b></p> <p><b>All Govs to check details KD</b></p>
<p><b>9. Child Protection Policy. GB to approve revised policy</b></p> <p>The 2018 ‘Keeping Children Safe in Education’ revision raises the status of peer on peer sexual abuse and requires schools to regard such allegations as seriously as any other. TF explained</p>	

<p>that, as a consequence, a new reporting and recording process had been introduced at the school.</p> <p>JR encouraged all Governors to re-read the appendix to the document. This features useful flow-charts and other information.</p> <p>The policy was approved by Governors.</p>	
<p><b>10. GB Committees.</b></p> <p>JR will join the Personnel and Safeguarding Committee.</p> <p>JR confirmed that the Personnel and Finance Committee would merge only when necessary. A list of committees and their membership was circulated for confirmation.</p>	
<p><b>11. Election of Vice-Chair of Governors 2018-9</b></p> <p>Steve Whitla was nominated by HS for the post of Vice-Chair of Governors St Ebbe’s School 2018-9. His nomination was seconded by JF and he was elected by unanimous vote. Steve was congratulated and thanked by all Governors present.</p>	
<p><b>12. Preparing for an OFSTED inspection: Report from JR</b></p> <p>JR reminded Governors that the new ‘short’ OFSTED Inspections include a 45 minute ‘conversation’ between Governors and inspectors. During this time, colleagues need to be very well-prepared and demonstrate an ability to ask, and answer, critical questions. They will be required to give evidence that they understand the issues facing the school and are aware of the actions being undertaken to address them. Consequently, JR has produced a series of questions to help Governors prepare for a visit.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• <i>How is the school helping children catch up?</i></li> <li>• <i>How does PP support children and what is its impact?</i></li> </ul> <p>Governors thanked JR for this work.</p>	<p><b>All Govs</b></p>
<p><b>13. Training: Proposed attendance at EIG courses</b></p> <p>Governors discussed their planned training plans for 2018-9</p>	<p><b>All Govs</b></p>

Becoming an effective governor	TL KD and SW		
The role of a governing body during an OFSTED inspection	JR and HS		
Headteacher appraisal			
Good to outstanding Governance	SW TL and MC		
Meeting statutory requirements	SW JR		
Safeguarding	JR		
Managing and Understanding Data	JH and SGL		
Being a Chair of Governors	SW		
Finance	TL MC and HS		

Governors were encouraged to attend an additional training, 'Monitoring the school through Governor visits' at Church House in Kidlington, November 19<sup>th</sup> 7.00-9.00pm

<p><b>14. Health and Safety including buildings update</b></p> <p>TF has no issues to report</p>	
<p><b>14. Any other urgent business (AOUB)</b></p> <p>14.1. TL issued a paper proposing a revision of the current administrative structure of the school to create the new post of School Business Manager. This post would assume a number of administrative, data and financial responsibilities currently borne by the headteacher and leadership team. Consequently, the creation of this post would significantly increase the capacity of the leadership team to improve teaching and learning by spending more time in the classroom. TF's paper explained how the post might be funded, without increasing the overall staffing budget. Governors supported the paper, approved this development and instructed TF to proceed.</p> <p>14.2. There will be a free-invitation parent meeting on <b>November 8<sup>th</sup></b> at 7pm. TF will explain her vision for St Ebbe's and discuss her new curriculum plans. Governors are welcome to attend.</p> <p>14.3. JR proposed dates for future FGB meetings on Wednesday <b>28<sup>th</sup> November</b> and Tuesday <b>5<sup>th</sup> February</b> (both 5pm)</p>	<p><b>TF</b></p> <p><b>All Gov</b></p> <p><b>All Gov</b></p>
<p><b>Dates of Future Meetings:</b></p> <p>Curriculum and Standards Committee: Tuesday <b>16<sup>th</sup> October</b> 5pm</p>	

Curriculum and Standards Committee: Tuesday **4<sup>th</sup> December** 5pm  
Foundation Committee: PW to circulate dates – first meeting in November  
Academy Working Group: to convene as soon as letter received from ODST

The meeting ended with prayer at 6.40pm

JR and other governors warmly thanked Steve Hellyer for his contribution to both the Governing Body and school over many years. Steve will remain in Oxfordshire and will always be welcome at the school.