



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

Headteacher: Tina Farr

**Minutes of the Full Governing Body Meeting
held on 25th April 2019 at the School**

Present:

- Janet Rayment: Foundation Governor (JR) – Chair
- Tina Farr: Headteacher (TF)
- Malcolm Cubitt: Parent Governor (MC)
- Pete Wilkinson: Foundation Governor (PW)
- Katie Doorley: Parent Governor (KD)
- Steve Whitla: Foundation Governor (SW)
- Martin Thompson : Foundation Governor (MT)
- Joyce Francois: (JF) Foundation Governor
- Steph Gilroy Lowe: (SGL) Parent Governor

In Attendance

- Jo Horn: Associate (JH)
- Clare Whyles:[CW]
- Phil Doubtfire: School Business Manager (PD)
- Kim James (KJ) OCC Head of Service - Learning & School Improvement
- Jonathan Smith (JS) Clerk

MINUTES	ACTION
<p>1. Welcome, Apologies and Prayer</p> <p>The meeting started at 5pm and was opened with prayer led by Pete Wilkinson. Apologies were received and accepted from Tony Lee, (TL) and Hugh Starkey (HS).</p> <p>The meeting was quorate.</p> <p>Kim James attended the meeting between 5.45-6.15 pm; Clare Whyles and Joyce Francois left the meeting at 6.15pm. PD left at 5.30pm</p>	

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

<p>2. Declarations of any Business Interests</p> <p>PD announced that he is a Governor of Grandpoint Nursery and Treasurer of the SOAP Adventure Playground. Governors agreed that there was no conflict of interest in respect of this agenda.</p> <p>There were no other declarations of interest relating to this agenda.</p>																																	
<p>3. Notice of Any Other Urgent Business</p> <p>One urgent item of AOB was declared.</p>																																	
<p>4. Minutes and matters arising from the FGB meeting held on November 28th 2018</p> <p>4.1: The minutes were accepted as an accurate reflection of the meeting.</p> <table border="1"> <tr> <td>Item 10 (January)</td> <td>TL to put Governors' Visits Timetable on Governor Hub</td> <td>TL</td> </tr> <tr> <td>Item 5</td> <td>Governors to attend school events whenever possible - update</td> <td>All Govs</td> </tr> <tr> <td>Item 5</td> <td>JR to source appropriate skills audit. Governors to consider self- assessment</td> <td>JR</td> </tr> <tr> <td>Item 7</td> <td>TF to deliver generalist safeguarding training at the FGB meeting on 25th June</td> <td>TF</td> </tr> <tr> <td>Item 7</td> <td>English report presented at FGB 25th April</td> <td>SW</td> </tr> <tr> <td>Item 8</td> <td>SIP on GovernorHub</td> <td>TF</td> </tr> <tr> <td>Item 8</td> <td>Governor training on 'Insight' April 25th meeting</td> <td>TF</td> </tr> <tr> <td>Item 8</td> <td>SESA has agreed to fund one of the two staff members to be trained in delivering a Family Links Parenting Course</td> <td></td> </tr> <tr> <td>Item 8</td> <td>SIP to be distributed in advance of meetings for Governors to prepare questions</td> <td>TF</td> </tr> <tr> <td>Item 9</td> <td>Model Complaints policy to be adapted for school</td> <td>JR, TF JS</td> </tr> </table> <p>All items either complete or included in this agenda.</p>			Item 10 (January)	TL to put Governors' Visits Timetable on Governor Hub	TL	Item 5	Governors to attend school events whenever possible - update	All Govs	Item 5	JR to source appropriate skills audit. Governors to consider self- assessment	JR	Item 7	TF to deliver generalist safeguarding training at the FGB meeting on 25 th June	TF	Item 7	English report presented at FGB 25 th April	SW	Item 8	SIP on GovernorHub	TF	Item 8	Governor training on 'Insight' April 25 th meeting	TF	Item 8	SESA has agreed to fund one of the two staff members to be trained in delivering a Family Links Parenting Course		Item 8	SIP to be distributed in advance of meetings for Governors to prepare questions	TF	Item 9	Model Complaints policy to be adapted for school	JR, TF JS	<p>JR: Signed copy to office</p> <p>JR to circulate skills audit</p> <p>Insight training postponed to Sept 2019</p> <p>Complaints Policy adapted</p>
Item 10 (January)	TL to put Governors' Visits Timetable on Governor Hub	TL																															
Item 5	Governors to attend school events whenever possible - update	All Govs																															
Item 5	JR to source appropriate skills audit. Governors to consider self- assessment	JR																															
Item 7	TF to deliver generalist safeguarding training at the FGB meeting on 25 th June	TF																															
Item 7	English report presented at FGB 25 th April	SW																															
Item 8	SIP on GovernorHub	TF																															
Item 8	Governor training on 'Insight' April 25 th meeting	TF																															
Item 8	SESA has agreed to fund one of the two staff members to be trained in delivering a Family Links Parenting Course																																
Item 8	SIP to be distributed in advance of meetings for Governors to prepare questions	TF																															
Item 9	Model Complaints policy to be adapted for school	JR, TF JS																															
<p>5. Headteacher's Report: for discussion and questions</p> <p>TF invited questions about her Headteacher's Report.</p> <p>A number of Governors asked questions about attendance at the school. The April attendance figure stands at 95.4%. with 11.1% persistent absentees (40 pupils).</p>																																	

- The budget has a ‘carry forward’ of £60,000. This will be used to offset an anticipated annual deficit between 2019 and 2022 so that the final outturn position in each year will be:

2019	2020	2021	2022
£60,000	£53,882	£38,886	£12,906

- These figures are based on a number of assumptions and consequently the school has prepared a ‘best-case’ and ‘worst case’ scenario. A ‘worst case’ income situation matched to a ‘worst case’ expenditure situation would lead to a significant deficit.
- PD and the Finance Committee have scrutinised the accounts and have tested these assumptions. They feel that they are robust.
- The income generated by activities such as the Breakfast Club and the After-School Club enable the budget to balance. Without this income, the school would face a year-after-year rolling deficit and would almost certainly be required to consider the reduction of staff costs.
- Staff costs are the largest single expense and the proportion of these, in relation to total income, increases slightly over these years.
- The number of TAs will be reduced by 1fte in 2020-1 and 0.4fte in 2012-22
- It is hoped that a renegotiated cleaning contract effective in 2019-20, will reduce expenses.

A Governor asked if this budget included the capital budget. PD explained that the capital accounts would be prepared and presented later. It was likely that some of the 2019-20 capital funding would be invested in ICT equipment.

Another Governor was concerned that the £60,000 surplus might be retained by OCC. Moreover, outside parties may consider this large sum to be an unrealistic indication of the wealth of the school. PD explained that there was no danger of the surplus being sequestered by OCC. It is effectively a rolling surplus that has actually been allocated in the future. TF explained that she is determined to keep parents aware of the financial squeeze facing the school, and education generally, whenever she has the opportunity to communicate with parents. This issue will be ‘kept alive’.

Governors present agreed that the budget should go forward. They thanked PD for presenting the information in such a concise, user-friendly and authoritative fashion. Final approval of the budget was delegated to the Finance Committee.

The budget will now be returned to OCC for one last check before being formally approved by the Finance Committee. JR is required to sign the budget on behalf of the FGB and return it to OCC before the end of the first week in May.

Budget to be formally approved by Finance Committee on behalf of FGB

Budget ‘signed off’ by JR and returned to OCC

7. Update on Academisation

7.1 The school has received a visit from a senior figure in the ODST academy trust.

During the visit, TF was able to ask:

- If it is true that all ODST member schools are required to use 'Target Tracker' to assess student attainment and progress. St Ebbe's uses 'Insight', has invested heavily in staff training and would be reluctant to change. It was explained that a variety of tracking systems were being trialled by ODST.
- If the annual school improvement visits made by the Central Team at ODST reflect the individual needs of each school or the collective school development agenda of the Trust? It was confirmed that the individual development needs, featured in the School Development Plan are at the core of these visits.

Conversations between ODST and the school will continue

7.2 Kim James joined the meeting at this point and responded to questions that had been sent to her following governor committee meetings. The following discussion identified the strategy and vision of OCC in the coming years.

The key points are:

- OCC is currently working on a new strategy document. This will be shared with stakeholders during the summer and published in early September.
- The strategy will have three elements
 - Safeguarding (including attendance and exclusions)
 - Provision of a 'good' standard of education. This standard is more wide-reaching than the OFSTED definition of 'good'
 - ensuring that all children, including vulnerable groups, reach or exceed the expected standards
- The County Council has allocated more funds to the Learning and Improvement budget. Thus, after many years of contraction, the service is now starting to grow and additional staff are being employed to support schools in these three key areas. For example, a new post has been created, designed specifically, to drive improvement in the progress and attainment of Pupil Premium children.
- OCC Systems Advisor visits are to be expanded to include a whole day of learning walks and meetings involving a range of key staff rather than the current, brisk two-hour visit.
- OCC has a flexible approach to training and support. It will respond to the requests of individual schools and create bespoke packages if required.

In the past, the OCC had a policy that all schools in the county should eventually become academies. A Governor asked if this was still the case. KJ explained that 'things had moved on' and that the LEA is now 'academy neutral'. If governing bodies wish to join an academy chain, they are free to do so. The LEA will not create any

<p>obstacles to prevent this happening. However, schools are also perfectly welcome to stay as OCC organisations if that is the wish of their community.</p> <p>Several Governors asked what training had been made available by OCC for schools and governing bodies. KJ summarised the service offered by OPL, OTSA and NGA. These are available for school staff, headteachers and Governors to use.</p> <p>In answer to a question, KJ explained that templates and tool kits were available on the OCC Governor Services website and offered to help develop any such material that is not currently available, on request.</p> <p>In answer to another question, KJ explained how the DfE had developed online tools to help schools benchmark the performance of their children. TF explained that the school has access to FFT modules that enable student progress and attainment at similar schools to be compared and analysed.</p> <p>JR thanked KJ for her presentation. She asked Governors to submit any individual thoughts and comments relating to this agenda item, on or before May 2nd.</p>	<p>Thoughts and comments relating to this agenda item to JR before May 2nd 2019 (all Govs)</p> <p>JR to collate gobs comments. Statement re. academisation agreed at June FGB</p>
<p>8. Committee Minutes</p> <p>a) Personnel and Welfare (12.03.19)</p> <p>Henceforth, this committee will be called the Resources Committee. TF confirmed that, following the staff well-being survey, a childrens’ well-being survey will be undertaken</p> <p>b) Curriculum and Standards (19.03.19)</p> <p>A thorough report was presented to the committee which is available on Governor Hub. Members of the SLT were in attendance and their involvement in the work of the committee is most helpful.</p> <p>c) Foundation 25.03.1</p> <p>PW explained that the committee was taking a fresh look at worship in the school. They are developing a coherent and blended approach to worship which reflects events that take place over the school year. This work will lead to a revision of the Worship Policy in due course.</p>	<p>PW and Foundation Committee to develop Worship Policy</p>
<p>9) Flexi-Schooling</p> <p>Some visiting families have enquired as to whether St. Ebbe’s would consider ‘flexi-schooling’</p>	

<p>TF explained that ‘flexi schooling’ was an approach to the curriculum where, for example, a child may be home educated for a small proportion of the week if there is sufficient justification. For example, a child may wish to learn a second language and parents have the resources to provide alternative education arrangements to teach them.</p> <p>TF added that such arrangements would:</p> <ul style="list-style-type: none"> • Be solicited by parents. The school will not initiate this arrangement, • Be more likely to involve younger children – numbers will be small, • Complement a school curriculum that promotes an individual, child-centred approach to learning that meets each child’s individual needs, • Be supported by regular progress meeting with parents • Governors felt that it is important that the school retains the authority to cancel the arrangement if it feels that it is no longer appropriate. They felt that it is necessary to have a watertight policy that reinforces this principle. <p>A Governor asked if the arrangement would affect the school attendance data. TF explained that children would be recorded as absent but that it was possible, for OFSTED purposes, to display explanatory attendance statistics and also provide tangible evidence of the home learning.</p>	<p>Draft Flexi-learning policy to be formulated by JH and SLG and brought to FGB in June</p>
<p>10. Pupil Absence</p> <p>Children have attended the ‘Climate Strikes’ organised in the city on school days. More of these events are planned and, as a consequence, it is important for the school to have a clear strategy.</p> <p>Each child attending the first ‘climate strike’ was required to be collected by parents at 10.30 and returned by parents for afternoon lessons thus reinforcing the fact that attendance at the demonstration is not an ‘easy option’ and also ensuring that the school’s safeguarding responsibility was upheld. Governors felt that this approach was appropriate.</p> <p>Governors were also concerned that the demonstration generated a noisy, angry environment and this was not appropriate for very young children. Governors also considered a view, prevalent in the media, that organisers may have encouraged children to attend such protests because of their emotional value rather than their views. There was some discussion of how it might be possible to intertwine the protest with work completed at school relating to citizenship and ‘British Values’. For example, a supervised school trip to the protest could be organised for KS2 children. Before the trip, children could undertake preparatory work at school that would provide them with a balanced view of all the issues involved and help their understanding of the democratic process in action.</p>	<p>TF and JR to decide on attendance strategy before next ‘Climate Strike’</p>

<p>TF will write to parents explaining the strategy of the school, before the next 'Climate Strike'.</p>	
<p>11. Governor Training</p> <p>TF and JR have attended LA briefings for Heads and Chairs TL and SW have attended an EIG Chair of Governors course TL, SW and KD have attended an EIG 'Becoming an effective governor' course.</p>	
<p>12. Health and Safety</p> <p>TF summarised the main issues:</p> <ul style="list-style-type: none"> • There is a roof leak – the Diocese has been contacted • The Site Manager has attended five professional courses on topics including water safety • An independent audit of the outdoor play equipment has been organised. This will assess if the proposed £2,800 worth of repairs is required. • Work on the security fence will begin soon. This is largely being funded by the Diocese. There will be an electronically controlled entry point. <p>Governors gave their full support to all these actions.</p>	
<p>13. Correspondence</p> <p>13.1 JR has received correspondence from a Year 6 parent who was concerned about the low proportion of St Ebbe's Y6 children who were offered a place at their first-choice secondary school. The letter asks St Ebbe's Governors to consider developing links with a secondary school.</p> <p>Governors are aware that many families failed to get their first-choice secondary school this year and meetings had been held in the city and more, attended by Councillors, were proposed.</p> <p>JR has written to the Allyson Millward [Admissions Team at OCC] asking for a meeting but has yet to receive a response.</p> <p>KD reported that concerned parents had contacted Allyson Millward and had a written response. More meetings were planned.</p> <p>Governors expressed a degree of sympathy with these families but felt that the LA's decisions would be supported by a legal framework that this Governing Body would find hard to influence. Developing a link with a secondary school will not 'guarantee'</p>	

<p>a Y7 place. Geographical proximity is almost certainly the key factor. Joining an academy trust would not have any impact on Y7 place allocations.</p> <p>JR will contact the family when the necessary information becomes available. Governors have asked to be kept abreast of any developments relating to this issue.</p>	<p>JR to write to the family re this letter</p>
<p>14. AOUB</p> <p>TF will circulate a business proposal to all Governors. This will propose that the After-School Club is run in-house using St Ebbe's staff. Governors must respond to the proposal by May 3.</p> <p>14.2 JR was handed a letter from Joe Wilson, NEU representative at the school, identifying a number of issues relating to academy membership. JR will consider whether to circulate this letter to colleagues.</p>	<p>Governors respond to TF's proposal re the After-School Club by May 3rd</p>

<p>Dates of Future Meetings:</p> <table border="1" data-bbox="145 1115 1048 1359"> <tr> <td>KS 2 SATS (help needed)</td> <td>w/b 13th May</td> </tr> <tr> <td>Curriculum and Standards</td> <td>14th May</td> </tr> <tr> <td>Resources Committee</td> <td>12th June</td> </tr> <tr> <td>Foundation Committee</td> <td>17th June</td> </tr> <tr> <td>FGB</td> <td>25th June</td> </tr> <tr> <td>Curriculum and Standards</td> <td>9th July</td> </tr> </table> <p>The meeting ended at 6.50pm</p>	KS 2 SATS (help needed)	w/b 13 th May	Curriculum and Standards	14 th May	Resources Committee	12 th June	Foundation Committee	17 th June	FGB	25 th June	Curriculum and Standards	9 th July	<p>TF to circulate dates for SAT oversight to govs</p>
KS 2 SATS (help needed)	w/b 13 th May												
Curriculum and Standards	14 th May												
Resources Committee	12 th June												
Foundation Committee	17 th June												
FGB	25 th June												
Curriculum and Standards	9 th July												