



Freeland CE Primary School

*'From small beginnings come great things:
Know your roots, Branch out and Fly high'*



Parklands, Freeland, Witney, OX29 8HX
Tel: 01993-881707 Fax: 01993-883159
office.3208@freeland.oxon.sch.uk

www.freeland.oxon.sch.uk

Headteacher: Mrs S Nickelson
Head of School: Mrs P McCarthy
Chair of Governors: Mr M Coolin

Freeland CE Primary School Local Governing Body Meeting on 28th September 2021, at 6.30pm, at the School

Attendance: Sarah Nickelson **(SN)** (Headteacher), Penny McCarthy **(PM)** (Staff), Jane Lench **(JL)** (Staff), Caroline Taylor **(CT)** (Director Appointed), Alice Harden **(AH)** (Foundation), Chris Wood **(CW)** (Parent), Nick Dawson **(ND)** (Parent), Matthew Coolin **(MC)** (Director Appointed) (Chair), and Sophie Dawes **(SD)** (Parent) (Vice-Chair)

Absent: Sian Rees **(SR)** (Director Appointed)

In attendance: Don Nash **(DN)** (Clerk)

Guest attendees: Joe Lambert **(JLa)** (Staff)

Two Governors and the clerk were provided with a calendar entry and meeting link to enable them to join the meeting using Microsoft Teams.

The meeting was quorate and was opened at 6.30pm.

	Item title	Action assigned to
1.	Apologies for absence and welcome MC welcomed all to the meeting. Sian Rees (SR) Director Appointed was not present and no apologies sent. As no contact from SR has been received since July the Chair will discuss this position with the Trust Directors. Action: MC to contact Trust Directors.	MC
2.	Appointment of Clerk to Governors The new clerk Don Nash (DN) was introduced to the Governors	
3.	Declarations of any business or pecuniary interests in agenda items None to declare in relation to the agenda items. Forms have been received from the following: PM AH ND MC The Chair requested that the remaining members complete and return these forms to the clerk as soon as possible. Governors to check Governor Details Template 21-22 and update if necessary.	

Chair of Governors: *M. Coolin* Date: 9/11/21

	Action: Clerk/Chair to update the website interests and governor roles document once all the outstanding forms have been submitted.	MC/DN
4.	<p>Dates of remaining LGB and Committee Meetings for 2021-22</p> <p><u>Resources (6pm) & LGB (6.30)</u> Tuesday 9th November (on Teams) Tuesday 18th January Tuesday 1st March Tuesday 10th May (on Teams) Tuesday 21st June</p> <p><u>Performance and Standards (6.30pm)</u> Tuesday 7th September (on Teams) Monday 6th December Tuesday 29th March Monday 11th July</p> <p>The above dates were agreed and the clerk will input these dates on to the Governor Hub.</p> <p>Action: Clerk (DN)</p> <p>Declarations of any business or pecuniary interests</p>	Clerk
5.	<p>Approval of minutes of the meeting held on 13th July 2021</p> <p>Actions not referred to from the previous minutes have been completed.</p> <p>Governors considered the main points that had arisen and been discussed at that meeting.</p> <p>Two actions are yet to be completed, both from Item 10 Parking near the school:</p> <ol style="list-style-type: none"> 1. PM to get in touch with her contact at Pye Homes about the allotment and parking proposal 2. PM to contact EPA regarding the school's legal position with regard to parking around the school <p>The minutes from 13th July 2021 were agreed to be a true and accurate record of that meeting and would be signed electronically by the Chair.</p> <p>Action: MC to send signed pdf minutes to the school office and PM</p>	<p>PM</p> <p>MC</p>
6.	<p>Committee Terms of Reference, Membership and Delegation</p> <p>Performance & Standards MC proposed that the P&S committee meetings be reduced from 6 times to four times per year. This would be in line with current best practice operated by other LGBs. SD to continue as Chair supported by AH as Clerk.</p> <p>Resources To continue with 4 Governors and meet before LGB meetings. Currently chaired by CT whose term end in November, proposed that ND succeed CT and Chair this meeting, supported by MC as Clerk.</p> <p>Governors approved the Terms of Reference.</p>	
7.	<p>Appointment of 2021-22 Sub Committee Members and Appointment of Lead Governors</p> <p>Sub-Committees Staff Dismissal/ Complaints</p>	

	<p>AH MC Staff Dismissal Appeals ND SD Pupil Discipline AH CW MC Pay MC ND Pay Appeals AH CW</p> <p>CT's term of office ends on 19th November, but she is to remain as Lead Governor for More Able, Health, Safety & Wellbeing and Data Protection until the LGB meeting on 9th November, when new leads will be appointed for these areas.</p> <p>Action: MC to send document confirming new structure and Lead Governors</p>	MC
8.	<p>Standing Orders 2021-22</p> <p>Item 4: discussion concerning opening up meetings to the public. It was agreed that this should be considered as an option for the next academic year but not for the current one. Current orders required 'declaration of interest' by no later than the second term. It was proposed that this should be no later than the first LGB of the new academic year.</p> <p>Q. Point 9 & 10: code of conduct does not appear in this document. The same is true of the Allowance Policy which is also referred to in 'standing orders' but not attached A. Both documents do exist but uncertain where they are located.</p> <p>Action: DN to check Governor Hub to locate 'Code of Conduct' and 'Allowance Policy'</p> <p>Action: MC to update Standing Orders and add the relevant appendices</p>	<p>DN</p> <p>MC</p>
9.	<p>Staffing Update – Appointment of Headteacher</p> <p>SN moving to become Executive Headteacher of two schools within the EPA thus leaving a vacancy for a new Headteacher at FPS. The position has been advertised and Interviews are taking place w/c 4th October.</p>	
10.	<p>Headteacher's Report</p> <p>This was a verbal update. MC stated that going forward the Board would be looking for a written report focused on key strategic areas. Such a report to be available to the Board in advance of Board meetings to allow for greater scrutiny and accountability.</p> <p>PM detailed numbers at the school – including whole school, attendance to date is recorded at 96.74%. Three new Covid cases in the same class have been reported today which will impact on future attendance figures.</p> <p>Q. How are new children assimilated into the school? A. Close liaison with the child's previous school, buddying system when they join FPS, additional support from the class teacher and the Teaching assistant is also provided. Encouraging results have been observed from this approach.</p> <p>Pupil Premium Grant Currently 8 qualifying children and likely to rise to 9 as new child applying to start in October. Additional Pupil recovery Grant of £145 per pupil allocated this year but there is</p>	

	<p>a lower threshold for schools of £2000 which we should receive.</p> <p>A behaviour related incident was discussed and the measures and support that had been put in place to help the parties involved. The parent of the child involved (victim) has reported that they were pleased with how the matter was dealt with and things are now much improved.</p> <p>Community Involvement: 2 community volunteers are visiting the school to read with pupils. 1 person recruited via a scheme and they live locally and the other contacted the school offering their services. Possible opportunity to use this scheme to generate further interest. Farmer's market still proving popular although the numbers are dropping off slightly. School receives a contribution each time the market is held. A well-attended 'Meet the Teacher' event proved successful and plans to have more family orientated events in the coming year.</p> <p>Feedback policy developed and agreed by staff Early Career Teachers (ECT) training for newly qualified staff has taken place. All staff have attended safeguarding training.</p> <p>Safeguarding: 1 case of child protection currently under assessment 1 Looked After Child now adopted will attract PPG funding for this year SN plus 1 other to attend DSL training</p> <p>Health & Safety: nothing to report</p> <p>Monitoring: Feedback policy now being embedded DDI's undertaken for all teachers Self-evaluation review undertaken</p> <p>There had been suspension of a child for one day effective today with a re-integration meeting planned for Thursday to agree a support plan for that child.</p>	
11.	<p>Annual Safeguarding Report</p> <p>Document has been reviewed jointly with ND.</p> <p>Q. Point 2.3.1 states that the DSL attends the LADO meeting; the response given is 'No' with no comment. Does this matter? A. This is not a concern as safeguarding issues are regularly reviewed to see if relevant to the school.</p> <p>Q. Point 3.5.1 Number of sessions delivered by lead trainer indicates none: why is this the case? A. Accredited training does take place albeit via the link with Bartholomew School.</p> <p>Q. Point 12 Early Help Assessments shown as 1: is this accurate? A. Yes, this reflects the number of cases in the year who have then been referred on for additional support.</p> <p>Q. Point 10.5 Action noted regarding the use of the school premises for the Farmers' market. A. Want to ensure the school has this element covered in its safeguarding policy.</p> <p>Q. Point 12.10 shows 5 pupils with mental health concerns. What training is given to FPS staff in dealing with these concerns as point 12.13 indicates that none is currently provided? A. Certain things are done informally which are not being captured in this document and it is an area which requires further consideration going forward.</p>	

12.	Committee Reports A Performance & Standards Committee meeting was held via MS Teams on 7 th September. The draft minutes of this meeting are available on GovernorHub for Governors to read. A Resources Committee meeting had been held before this meeting. Governors present at this meeting were present at that meeting as well. CT provided updates on staffing recruitment, risk assessment, and budget.	
13.	EPA MAT MC to attend EPA Chairs' meeting on 5 th October, during which the 5 year plan is to be discussed.	
14.	Policies Feedback Policy (SD left the meeting at 7:34pm) Q. How accessible is this policy in relation to Years 1 & 2? A. Teacher judgement on what is most appropriate at the time and would be the most effective is a factor in this. This may be verbal or written dependent on the what is appropriate at the time. Q. Is the child able to differentiate on the feedback given? A. Teachers use a variety of methods to ensure that the child fully understands the feedback and the learning points from it. AH suggested some minor alterations to the front cover to emphasise the attributes of being distinctly Christian. Action: PM to make said alterations to front cover Governors approved the Feedback Policy, subject to the alterations to the front cover. EPA/FPS Child Protection Policy Governors approved this policy.	PM
15.1	GOVERNING BODY MATTERS DBS/Section 128 Checks Action: School to check that all Governors have current DBS/Section 128 checks	School Office
15.2	Governor Vacancies/Terms of Office Ending There are currently 2 Director Appointed Governor vacancies and 2 Parent Governor vacancies. With the absence of SR , and CT 's term of office ending in November, this will rise to four Director Appointed Governor vacancies. MC reported that he looking to cast the net wider to attract a more diverse representation on the Board and is hopeful that there will be 3 new Governors by the next meeting of the LGB on 9th November.	
15.3	Governor Training/Training Plan ND has completed the induction training. MC looking to develop a plan for governor training with particular need for finance /	

	budgeting training.	MC
15.4	Governor Monitoring Visits AH has completed a recent Collective Worship visit which she found to be encouraging; report to be completed. Action: AH to complete report on her visit	AH
15.5	Governor Communication with Stakeholders/Community MC summarised recent communication, including his recent articles about the Governing Body in local newsletters and his introduction to the new Chair of Governors in the school newsletter. MC & AH represented Governors at the Meet the Teacher evening on 15 th September, resulting in some interest from parents in joining the Governing Body. MC restated the plan to have Governors contribute regular content to the school newsletter. Action: ND to write school newsletter contribution on the role of Safeguarding Governor	ND
15.6	Foundation Governors' Update AH gave an update on the Collective Worship initiative and SIAMS.	
16.	Items from staff and school council <i>Staff</i> – Nothing to report. <i>School Council</i> – Nothing to report; meeting on 29 th September.	
17.	Date of next LGB meeting: 9 th November at 6:30 pm Matters to discuss at the next LGB meeting: <ul style="list-style-type: none"> • SEND Report • Pupil Premium 	

Meeting closed at 8.05pm

DN: 28th September 2021

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
28 th September 2021	1	Chair to contact Trust Directors re Sian Rees	MC	Completed
28 th September 2021	3	Chair/Clerk to ensure that Declaration info is updated	MC/DN	9 th November
28 th September 2021	4	Meeting Dates to be added to Governor Hub	DN	9 th November
28 th September 2021	5	PM to get in touch with her contact at Pye Homes about the allotment and parking proposal	PM	9 th November
28 th September 2021	5	PM to contact EPA regarding the school's legal position with regard to parking around the	PM	9 th November

Chair of Governors: *M. Cadu*

Date: 9/11/21

		school		
28 th September 2021	5	Chair to sign minutes of 13 th July 2021 & file at school	MC	Completed
28 th September 2021	7	Chair to forward copy of sub-committee structure	MC	Completed
28 th September 2021	8	Clerk to locate allowance and code of conduct documents	DN	9 th November
28 th September 2021	8	Chair to update Standing Orders and add the relevant appendices	MC	9 th November
28 th September 2021	14	PM to make alterations to Feedback Policy front cover to emphasise the attributes of being distinctly Christian	PM	9 th November
28 th September 2021	15.1	School to check that all Governors have current DBS/Section 128 checks	School Office	9 th November
28 th September 2021	15.3	Investigate training plan requirements	MC	Update on 9 th November
28 th September 2021	15.4	AH to complete report on her Collective Worship visit	AH	9 th November
28 th September 2021	15.5	ND to write school newsletter contribution on the role of Safeguarding Governor	ND	Completed