



Eynsham Partnership Academy
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Freeland CE Primary School

Aspiring and achieving together

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Freeland CE Primary School Local Governing Body Meeting on 26th June 2019, at 6.30pm, at the School

Attendance: Sarah Nickelson **(SN)** (Headteacher), Caroline Taylor **(CT)** (Director Appointed), Janet Faulkner **(JF)** (Foundation), Catrin Mezour **(CGM)** (Parent), Alice Harden **(AH)** (Foundation), Penny McCarthy **(PM)** (Staff), Jane Lench **(JL)** (Staff), Glen Pascoe **(GSP)** (Parent)*, and Toby O'Neil **(TO)** (Parent) (Chair).

In attendance: Gemma Peace **(GP)** (Clerk).

The meeting was quorate and was opened at 6.40pm.

Item	Item title	Action/ Who/ By when
1.	Apologies for absence and welcome TO welcomed all to the meeting. Apologies had been received from Catrin Moore (CM) (Parent) (Vice Chair) and Janet Faulkner (JF) (Foundation), and were accepted.	
2.	Declarations of any business or pecuniary interests None to declare in relation to the agenda items.	
3.	Election of Chair and Vice Chair The Clerk invited nominations for Chair of Governors. TO agreed to stand again for Chair. TO left the room and Governors present voted to appoint him as Chair for a further one year term. TO took the Chair. GP reported that CM had agreed to stand again as Vice Chair. In CM's absence, Governors voted to appoint her as Vice Chair for a further one year term. Governors discussed succession planning for Chair and Vice Chair. Committee terms of reference for 2019-20 The draft terms were on GovernorHub and were available to view at the meeting. Governors considered the terms for the Performance and Standards Committee. Governors agreed that the terms of reference should be amended to state that the quorum will be five and a majority of the quorum must be non-staff Governors. Also, Governors agreed to change the wording in box 1 to	

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	<p>refer to 'the curriculum' as opposed to the 'National Curriculum'. Governors agreed that box 19, which referred to community links, should be removed as that matter is considered at LGB meetings. AH agreed to continue as clerk for the Committee.</p> <p>The Resources Committee terms of reference were also reviewed. GP agreed to add PM and GSP into the list of members. TO agreed to clerk for the Committee. The quorum requirements would be amended to mirror those in the Performance and Standards Committee terms of reference. Governors agreed that a clause should be added relating to GDPR. Governors also agreed that paragraph 18, relating to catering, could be removed.</p> <p>Action: amend the terms of reference as agreed at the meeting and post them on GovernorHub. Completed.</p> <p>List of Committee Members and Sub Committee</p> <p>Governors agreed that GP should change GSP's name to CGM for the E-Safety lead, remove GSP's name from the child protection lead and add in a new role of Eco Governor (CT).</p> <p>Action: update the list of Committee members to reflect the Committee terms of reference. Completed.</p>	GP
4.	<p>Approval of Minutes of LGB meeting held on 15th May 2019</p> <p>Actions not referred to from the previous minutes have been completed.</p> <p>Action: Governors to add monitoring visit reports to GovernorHub, once approved by SN.</p> <p>Action: CM to send skills audit to TO.</p> <p>The Minutes of the meeting on 15th May 2019 were agreed to be a true and accurate record of that meeting. They were signed by the Chair and passed to the Headteacher to file at the School.</p> <p>Action: GP to send pdf minutes to the school office to publish on the website. Completed.</p>	<p>All</p> <p>CM</p> <p>GP</p>
5.	<p>Matters arising, not on agenda</p> <p>Nothing to report.</p>	
	SCHOOL IMPROVEMENT	
6.	<p>Headteacher's Report</p> <p>The report was available to view on GovernorHub before and at the meeting. SN had used the revised template, as discussed at a previous LGB meeting, for this report.</p> <p>SN invited questions from Governors. SN clarified queries in relation to pupil numbers. Governors noted that attendance figures are improving. SN acknowledged that there are on-going attendance issues and she has been in contact with families about them.</p> <p>Governors commented that the section relating to PPG spending was</p>	

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	<p>comprehensive and informative.</p> <p>Governors spoke about a near miss GDPR incident involving a school report. The reports were handed out in envelopes and one child took two reports home by mistake. Governors were assured that the incident was resolved satisfactorily. Governors acknowledged that there was not anything else the school could do in relation to reports, as they are distributed at the end of the day in sealed envelopes. Governors spoke about whether parents should sign something to acknowledge that they have received the report, perhaps via a form on Parentmail that parents could tick to confirm that they have received the report.</p> <p>Action: SN to adopt this system next Spring.</p> <p>Governors asked about the minor injuries forms and the number of injuries that are reported. SN said that there appear to be quite a high number of incidents, but informed Governors that this is due to the fact that the school reports all injuries, no matter how minimal. Governors spoke about the two serious injuries that had been reported. SN explained that she would categorise an injury as being 'serious' if a pupil had to go to hospital, or sustained a particularly bad injury. Governors asked how these injuries are monitored for patterns. PM confirmed that health and safety issues are discussed at staff meetings. Therefore, staff are aware if there are any areas on the school site that are more hazardous than others. SN confirmed that she examines the injury log at the end of each term to determine if there are any injuries that are happening more frequently than others or particular places on the school site where injuries tend to occur.</p> <p>Governors noted that the update on the three key improvement priorities was useful and informative.</p> <p>SN detailed the movement of class teachers for the next school year, which had been based on the results of a staff questionnaire. SN reported that staff are enthusiastic about the changes and there would be support in place for teachers who have moved to a different year group. SN said that she would inform parents about the class teacher changes in advance of the transition day on 11th July.</p> <p>Q. Governors asked if there would be split year groups in years 3 and 4. A. SN confirmed that there would be a year 3 and 4 split class again. She explained how the split had been approached in relation to the year 3 to 6 classes, in order to account for additional needs in certain year groups.</p> <p>SN said that she had sent out correspondence to parents to ascertain whether or not there is a need for after school provision above and beyond existing provision. 40% of parents who replied to the questionnaire stated that they would use an after school club. SN has spoken to the leader of the Cassington after school club, Vicky, who has agreed to run a club at the school from 3.15 until 6.15pm. SN confirmed that the organisation is Ofsted registered. Snacks and tea would be provided. Breakfast club is thriving at the school, and SN hopes that will be mirrored at an after school club. Vicky is looking for a manager and a play leader for the after school club. SN agreed to keep Governors informed about progress.</p> <p>Q. Governors asked about the financial implications of an after school club. A. SN explained that the organisation running the club would pay the school £300 per year. The cost to parents would be £5 per hour per pupil.</p>	<p>SN</p>
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	<p>Governors discussed the financial aspects of the after school club and how this might work in the future, particularly in relation to the fee that the club pays to the school. Governors agreed that the after school club could attract more pupils to the school which, in turn, would lead to more funding for the school through an increase in pupil numbers.</p> <p>SN detailed moderations and monitoring visits that have taken place at the school since the last meeting. These had been both EPA and external, and in relation to SATs, the website and phonics, amongst other areas.</p>	
7.	<p>Headteacher Performance Review Report</p> <p>TO had uploaded the report to GovernorHub before the meeting, as agreed at the last LGB meeting.</p> <p>TO reported that the meeting had gone well and was positive. Governors stated that they wish to ensure that SN is not overwhelmed with her workload and has a good work life balance. SN said that she is very well supported, especially by PM.</p>	
8.	<p>School Development</p> <p>School Vision – SN had met Ruth Bennie to discuss the school vision. Following that, PM and SN had an away day to discuss it and had produced a draft version of the vision. SN explained that, once the Governors and leadership team have agreed the vision document, the EPA Board would have to approve it. Governors agreed that the vision statement should read ‘Great things come from small beginnings’. The parable of the mustard seed was incorporated into the vision poster.</p> <p>SN had found a picture of a tree that could be used for the logo to accompany the vision. Governors spoke about linking the roots of the tree to the school values. It was suggested that, due to potential copyright issues with images found elsewhere, pupils could be involved in producing an image to use for the vision. Governors agreed that the vision could be put forward for approval to the EPA, and a suitable image added at a later date.</p> <p>Governors spoke about the specific targets listed in the accompanying document for each year group.</p> <p>Action: SN agreed to add a statement about the school’s aim to obtain the Silver Eco Award to that document.</p> <p>Governors discussed solar panels for the school. However, there is some uncertainty about whether solar panels are financially viable at present. CT, as part of her role as Eco lead, agreed to look out for initiatives relating to solar panels.</p> <p>Action: SN would finalise the vision documentation and send it to Governors to agree before it is submitted to the EPA.</p> <p>SDP/SEF – The SDP and SEF were available on GovernorHub before the meeting. SN has started to work on the ideas and aims for next year’s SDP.</p>	<p>SN</p> <p>SN/All</p>
9.	Governor Healthcheck	

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	<p>Governors agreed that this should be deferred to the first autumn meeting.</p> <p>Action: GP to add Healthcheck to the agenda for the first LGB meeting in the autumn term. Completed.</p> <p>Governors spoke about how to raise the profile of the governing body at the school in order to highlight Governors' work and attract other people to the role.</p>	GP
10.	<p>English Update</p> <p>SN is English lead at present and reported that whole class guided reading has been rolled out across the school.</p> <p>91% of Year 1 pupils passed the phonics test.</p> <p>Due to other commitments (due to staff absences) SN clarified that she had not been able to focus on leading English this year. SN confirmed that, during the coming school year, there would be a greater focus on English. Lily Hustler will take on the English lead with support from SN.</p>	
11.	<p>GDPR Update</p> <p>SN reported that the school has switched from Turn It On to Sentry for data protection support. The new DPO (Wayne Springer) visited the school last week. The introductory meeting went well. He had worked through a compliance checklist. He recommended that computer screens are locked when not in use and had made other suggestions relating to data security.</p> <p>SN had decided that workbooks and internal doors did not need to be locked, as the school is a safe site. SN confirmed that, whenever classrooms are used outside of school hours, books and any other means of data storage are locked away. There had been a discussion about photos of pupils with allergies. He had recommended that the server cupboard should be locked. SN had pointed out that this was not possible. It had been agreed that registers must be stored in the staff room at lunchtime. SN confirmed that he had asked about any breaches and near misses and whether they are recorded at the school, and SN had confirmed that they are.</p>	
12.	<p>Committee Reports</p> <p>12.1 Performance and Standards Committee – a meeting was held on 4th June. The minutes were on GovernorHub. TO reported that the Committee had discussed:</p> <ul style="list-style-type: none"> • The three year plan and vision. • Angela had spoken to Governors about the Unicorn School. • Skills questionnaire. • Website compliance. <p>The date of the next meeting is to be confirmed.</p> <p>12.2 Resources Committee – a meeting was held before the LGB meeting. CT reported that the Committee had discussed:</p> <ul style="list-style-type: none"> • Budget update, in particular an insurance claim that had impacted the carry forward figure. • An off site residential for younger year groups (possibly 3 and 4). • GSP would carry out a health and safety walk on Friday (28th June). 	

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	The date of the next meeting is to be confirmed.	
13.	<p>EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)</p> <p>SN reported that Sarah Kerswell will remain as Interim CEO and a sub committee has been established to consider the future needs of the EPA, and whether they might be able to employ a consultant or a project manager to take matters forward.</p> <p>The EPA had issued a document setting out how they formulate and draft academy wide policies and procedures.</p>	
14.	<p>Policies – for approval/adoption</p> <p>None to approve.</p>	
15.	GOVERNING BODY MATTERS	
15.1	<p>DBS Checks</p> <p>All Governors have been DBS checked.</p>	
15.2	<p>Governor Vacancies/Terms of Office Ending</p> <p>There are currently four Director Appointed Governor vacancies and one Parent Governor vacancy.</p>	
15.3	<p>Governor Training/Training Plan</p> <p>TO confirmed that he has collated the responses from the Governors’ skills audit, and has started to RAG rate the document. Governors agreed that this would help to pinpoint the skills that would be desirable for any new Governors to possess.</p> <p>Action: CM to submit her response to the skills audit as soon as possible.</p>	CM
15.4	<p>Governor Monitoring Visits</p> <p>AH had conducted a playground monitoring visit in March and had posted her report on GovernorHub.</p> <p>AH had posted her report from the recent collective worship monitoring visit on GovernorHub. She had spoken to PM during her visit. She asked PM how she decides what to speak about on a Thursday. PM explained that she had focused on ‘mind to be kind’ on a Thursday, or the school values.</p> <p>JF had met Angela Brame on the 12th June to discuss SEND related issues. The impact of interventions had been considered. JF had posted her report on GovernorHub before the meeting. Governors asked questions about the report but as JF was not present to discuss they agreed to postpone the discussion until the next meeting.</p> <p>Action: Add discussion of JF’s monitoring visit to the next Performance and Standards Committee meeting agenda.</p>	SN/CM
15.5	Governor Communication with Stakeholders/Community	

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	Nothing to report.	
15.6	Foundation Governors' Update AH had created a new folder on GovernorHub containing information about the updated SIAMS Framework. She had added useful links to documents relating to the framework.	
16.	Items from Staff and School Council Staff – nothing to report from staff. There would be a Governors' tea party on 17 th July at 2.30pm. School Council – TO and SN met the School Council last week to talk about how to attract new Governors. Pupils had agreed to make a video to post on the school website. They spoke about what pupils think Governors do and how they believe the school could attract new Governors.	
17.	Dates of 2019-20 LGB meetings: Governors agreed to hold LGB meetings on Tuesdays from September. Action: GP to suggest dates, agree with SN and TO and then send to Catherine at the EPA. Completed. 24 September 2019 19 November 2019 28 January 2020 17 March 2020 12 May 2020 23 June 2020 Matters to discuss at the next LGB meeting: <ul style="list-style-type: none"> • Headteacher's Update • SEND Report • Annual Safeguarding Report • Pupil Premium/Sports Funding Report • Standing Orders 2019-20 • Budget review (November 2019 meeting) The date of the next Resources Committee meeting is to be confirmed. The date of the next Performance and Standards Committee meeting is to be confirmed.	GP, TO and SN

The meeting closed at 8.20pm.

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