



Freeland CE Primary School

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



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 Headteacher: Mrs P McCarthy
 Chair of Governors: Mr M Coolin

Freeland CE Primary School Local Governing Body Meeting 17th May 2022, at 6.30pm, on Microsoft Teams

Attendance: Penny McCarthy (**PM**) (Headteacher), Chris Wood (**CW**) (Parent), Matthew Coolin (**MC**) (Director Appointed) (Chair), Joe Lambert (**JLa**) (Staff), Sophie Dawes (Parent), Vicky Mann (**VM**) (Parent), Faith Hanks (**FH**) (Director Appointed), Ryan Steward (**RS**) Director Appointed

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

Governors were provided with 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 |
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| 1. | <p>Apologies for absence and welcome</p> <p>MC welcomed all to the meeting and particularly Faith Hanks (FH) and Ryan Steward (RS) the two newly appointed governors. Apologies were received and accepted from Alice Harden (AH) (Foundation). Sian Rees (SR) (Director Appointed) was not present and no apologies sent. As a period of over 6 months has now lapsed whereby SR has been absent without the permission of the Chair, the LGB resolved that her office shall be vacated with immediate effect as determined under paragraph 1.9.3. of the EPA scheme of Delegation dated 1st June 2014.</p> | |
| 2. | <p>Declarations of any business or pecuniary interests in agenda items</p> <p>Declarations of Interest have been received from both FH and RS. None to declare in relation to the agenda items.</p> | |
| 3. | <p>Approval of Minutes of the meeting held on 1st March 2022</p> <p>Governors considered the main points that had arisen and been discussed at that meeting. Actions not referred to from the previous minutes have been completed.</p> <p>Actions yet to be completed: Item 3 – PM to respond to CW regarding stage one monitoring visit for D.T & Art Action: PM to contact CW</p> <p>Item 7 – With OFSTED preparations being the priority it was agreed that discussions on this would be delayed until the summer term by which time OFSTED should have been completed.</p> | PM |

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| | <p>The minutes from 1st March 2022 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 copy of minutes to the school office and PM.</p> | MC |
| 4. | <p>Ofsted Inspection</p> <p>The school was subject to an Ofsted inspection carried out on the 10th May 2022. A feedback meeting was held with staff and governors following the inspection and a full report will be issued 30 working days after the 10th May. The findings are confidential and until the report has been issued there is an embargo on any information relating to the inspection. MC expressed his thanks to all the staff and governors for the efforts they have put into this event. Relating to but not as a result of this inspection it was felt that the following areas should be included as agenda items on the next LGB agenda(21st June): SDP SEF</p> <p>Action: Include SDP & SEF on next FGB agenda</p> | MC |
| 5. | <p>Headteacher's Interim Report</p> <p>The report was populated on GovernorHub prior to the meeting to enable members to review the details and consider any questions for the meeting.</p> <p>Q: Section 1.1 Where did the pupils leaving the FPS go to. A: They went to private schools, Hatherop Castle(Cirencester) and Windrush Valley (Ascott-under-Wychwood).</p> <p>Q: Have there been any new joiners to the school A: Yes one, they joined after this report was produced so are not shown.</p> <p>Q: Section 2 Attendance shows the date as 2020-21, should this not read 2021/22. A: Yes, this will need to be corrected</p> <p>Action: Report to be amended to show correct years</p> <p>Q: Section 2 Attendance, why is there is no figure shown for 'Summer Interim' under '% Persistent Absence'. A: The school is awaiting the correct report to be provide by Integris. Once provided this figure will be inserted into the report.</p> <p>Action: Report to be updated with figure when provided</p> <p>Governors noted that Section 5.1 indicated that there had been some tricky situations to deal with. The view was that these had been well-handled and thanks were conveyed to PM for her management of these problems. It was also noted that under Section 5.2 there had been an impressive list of community involvement activities demonstrating FPS being very positive around Parental/community engagement.</p> | PM PM |
| 6. | <p>Safeguarding - KCSiE</p> <p>A copy of the statutory guidance for schools relating to KCSiE had been uploaded to GovernorHub prior to the meeting for governors to review. MC reminded governors that it this document should be read by all governors and having done so confirm this by completing the 'declaration' on their individual profile on GovernorHub.</p> <p>Action: Governors to read and confirm by next LGB (21st June)</p> <p>For those governors who have previously read this document it will only be necessary to view the updates that were made in September 2021.</p> | All |

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| | <p>Action: relevant updates to be uploaded to GovernorHub</p> <p>It was agreed that an audit should be conducted to see what safeguarding training, including Prevent, has been completed and what gaps there are that need to be addressed.</p> <p>Action: School administrator (Amanda) to be requested to provide details. (Clerk to be copied in so that GovernorHub can be updated)</p> | <p>MC</p> <p>PM</p> |
| 7. | <p>Policies</p> <p>CW is currently conducting a review of the policies on the school website and will present his findings at the next LGB.</p> <p>Action: Review of findings at next LGB</p> | <p>CW</p> |
| 8. | <p>Committee Reports</p> <p>The P&S met on 3rd May 2022 and discussed the following items:</p> <ul style="list-style-type: none"> - PPG progress and the effectiveness of the interventions. - The focus in the summer term on Years 3,4 & 5 - Boys writing in Year 5 is an area for improvement - SDP review indicated that some of the RAG rated red areas were impacted by staff shortages. However recent recruitment should improve this situation for September. - The Ofsted inspection working group shared knowledge of how other local governing bodies are preparing for an inspection. - Governor healthcheck, how well are we carrying out our duties. <p>The Resources committee met prior to this meeting and discussed the following items:</p> <ul style="list-style-type: none"> - The school budget is healthy for next year and needs to be agreed by the governing board next week - There is a ring-fenced budget of £1k for governor training. OCC governor services offer a range of training with unlimited use for £1.3k. If this figure was agreed it would represent very good value. - There is a budget of £100k for a library building - There is to be a focus on Health & Safety and VM is planning to do a H&S walk to review recent storm damage. - It is proposed to hold a parent volunteer day in the summer term. - PPA cover, two interested people will be interviewed on 18th May. <p>Action: Meeting to be held on 26th May at 18:00 to review and agree the school budget</p> | <p>All</p> |
| 9.1 | <p>GOVERNING BODY MATTERS DBS/Section 128 Checks</p> <p>This item will form part of the audit review as outlined in Item 6</p> | |
| 9.2 | <p>Governor Vacancies/Terms of Office Ending</p> <p>There are currently 2 Director Appointed Governor vacancies, 1 Foundation Governor vacancy, 1 staff and 2 Parent Governor vacancies.</p> <p>AH is still progressing her contact regarding a Foundation Governor but there is nothing further to report at this meeting.</p> <p>It is proposed that the elections for both staff and parent governors will be held in September 2022.</p> <p>Action: PM to organise elections</p> <p>SD will author a piece for the next issue of the school newsletter on the importance and need for governors</p> <p>Action: Newsletter article</p> | <p>PM</p> |

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| | | SD |
| 9.3 | <p>Re-allocation of governor responsibilities</p> <p>The following allocation of duties was agreed:</p> <ul style="list-style-type: none"> - Staff Dismissals FH - Pay Committee VM <p>Governor Lead roles</p> <ul style="list-style-type: none"> - More Able RS - Data Protection FH - E-safety RS | |
| 9.4 | <p>Governor Training/Training Plan</p> <p>No new governor training to report. It was agreed that FH and RS should attend the Governor Induction training scheduled for June/July and bookable on GovernorHub.</p> <p>Action: Book Governor Induction training</p> | FH & RS |
| 9.5 | <p>Governor Monitoring Visits</p> <p>No new visits to report</p> <p>Action: Any completed visit reports to be loaded onto GovernorHub</p> | MC |
| 9.6 | <p>Governor Communication with Stakeholders/Community</p> <p>VM had uploaded a report on Parental Engagement on to GovernorHub prior to the meeting for consideration. The report highlighted the positive impact on schools of a variety of engagement activities involving parents.</p> <p>Action: Governors to read and consider this document for an agenda item at a future LGB, possibly September</p> | All |
| 9.7 | <p>Foundation Governors' Update</p> <p>Nothing to report</p> | |
| 10. | <p>EPA Update</p> <p>The next meeting is scheduled for 8th June and MC is to attend</p> | |
| 11. | <p>Items from staff and school council</p> <p>Nothing to report – Ofsted has been the main priority</p> | |
| 12. | <p>Matters to discuss at next LGB meeting on 21st June 2022</p> <p>OFSTED Inspection SDP SEF KCSiE awareness</p> | |

Action Log

| Meeting Date | Item Number | Action | Owner | Deadline |
|---------------------------|-------------|---|---------|-----------------------|
| 17 th May 2022 | 3 | Arrange D.T. & Art stage 1 monitoring visit | PM | 21 st June |
| 17 th May 2022 | 3 | Chair to sign minutes of 1 st March 2022 and file at school | MC | 21 st June |
| 17 th May | 4 | SDP & SEF to be on next LGB agenda | MC | 21 st June |
| 17 th May 2022 | 5 | Amendments to Headteacher's report | PM | 21 st June |
| 17 th May 2022 | 6 | Governors to have read KCSiE and confirmed declaration of this on GovernorHub | All | 21 st June |
| 17 th May 2022 | 6 | Upload KCSiE updates from Sept 2021 | MC | 21 st June |
| 17 th May 2022 | 6 | Safeguarding training audit | PM | 21 st June |
| 17 th May 2022 | 7 | Policy review findings | CW | 21 st June |
| 17 th May 2022 | 8 | Budget Review meeting | All | 26 th May |
| 17 th May 2022 | 9.2 | Staff & Parent governor elections to be arranged | PM | September 2022 |
| 17 th May 2022 | 9.2 | Newsletter article on the need for governors | SD | ASAP |
| 17 th May 2022 | 9.4 | Book Governor Induction training | FH & RS | 31 st May |
| 17 th May 2022 | 9.5 | Upload visit reports to GovernorHub | MC | 21 st June |
| 17 th May 2022 | 9.6 | Review Parental Engagement report | All | September 2022 |