



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 P McCarthy
 Chair of Governors: Mr M Coolin

Freeland CE Primary School Local Governing Body Meeting 18th January 2022, at 6.45pm, on Microsoft Teams

Attendance: Penny McCarthy (**PM**) (Headteacher), Jane Lench (**JL**) (Staff), Alice Harden (**AH**) (Foundation), Chris Wood (**CW**) (Parent), Matthew Coolin (**MC**) (Director Appointed) (Chair), Joe Lambert (**JLa**) (Staff), Vicky Mann (**VM**) (Staff), Nick Dawson (**ND**) (Parent) and Sophie Dawes (**SD**) (Parent)

In attendance: Don Nash (**DN**) (Clerk) – Joined meeting at 06:55

Governors were provided with meeting link to enable them to join the meeting using Microsoft Teams.

The meeting was quorate and was opened at 6.45pm.

	Item title	Action assigned to
1.	<p>Apologies for absence and welcome</p> <p>MC welcomed all to the meeting. Sian Rees (SR) (Director Appointed) was not present and no apologies sent.</p>	
2.	<p>Declarations of any business or pecuniary interests in agenda items</p> <p>None to declare in relation to the agenda items.</p>	
3.	<p>Approval of Minutes of the meeting held on 28th September 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>One action are yet to be completed:</p> <p>Item 11.5 – Draft article for the Hanborough Herald and Grapevine to be completed</p> <p>Action: MC to draft article</p> <p>The minutes from 9th November 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 copy of minutes to the school office and PM.</p>	<p>MC</p> <p>MC</p>
4.	<p>Notice Regarding Single Central Record</p>	

Chair of Governors: *M. Coolin* Date: 1st March 2022

	<p>EPA to purchase a system to be used by all EPA schools to keep a single central record. Will be able to flag up any areas of non-compliance and enable remote access if required e.g. making it easier for governors to access documents such as safeguarding. Expect this to be available in about two months.</p> <p>Q: Does this apply to Health and Safety as well A: No, just the single central record.</p> <p>Q: Are there any data protection issues A: Only accessible to authorised people (Headteacher, Safeguarding governor, administrator and possibly someone from the central team) as the data is quite sensitive.</p> <p>Q: Is this a new system or an upgrade to an existing system. A: This enables a move from a manual excel spreadsheet to a computerised system.</p> <p>Q: How often does it need to be checked by the safeguarding governor A: Good practice indicates that it should be a monthly check.</p>	
<p>5.</p>	<p>Preparing for the OFSTED Inspection</p> <p>The school is expecting OFSTED this academic year and in normal circumstances this would be May, however, Covid may impact this date. A 'heads up' to governors that a curriculum review is being held with staff on 1st February. Reading plus one or two other subjects will be looked at in detail by James Bird (Director of School Improvement) together with Rebecca who has recently carried out a similar review at Heyford Park School. She is also carrying out reviews with other schools in the EPA. It will be good preparation for staff and governors alike to ensure a consistency of approach. MC is involved with the first part of this meeting, the initial briefing, and it was felt appropriate for one other governor attend as well. SD volunteered and was accepted. Will be an agenda item on the next LGB on 1st March and the P&S committee meeting on 29th March to discuss strategy in greater detail. Action: MC to include as agenda item</p>	<p>MC</p>
<p>6.</p>	<p>Headteacher's Mid-Term Report</p> <p>The mid-term report was populated on GovernorHub prior to the meeting to enable members to review the details in their own time.</p> <p>Q: Are the figures shown under '% persistent absence' of significance. A: These are much larger than you would normally expect and largely due to the impact of Covid, term-time unauthorised holidays and a change to the rules regarding self-isolation. Will continue to be monitored and if a pattern develops for a pupil(s) then further action would be taken.</p> <p>Q: what has the impact been of various teaching staff visiting different outstanding schools to observe mastery teaching. A: Three schools visited, Witney community School and two schools in Banbury and this was fed back into an inset day together with 'Rosenshines's Principles of Effective Teaching'. The aim is to reduce cognitive load to enable the children to know more and remember more. The approach of whole class guided teaching so all children have access to high level learning, each pupil knowing the structure of a lesson from class to class and the consistency of teaching delivery are now showing benefits in the classroom.</p> <p>Q: Is there a danger that this approach might be quite narrow and some pupils may fail to engage and benefit. A: The style of teaching allows for a variation of ways, creativity and exploration to prevent this being a problem.</p> <p>Q; This draft report had taken out the DDI's, what was the reason for this. A: In the past there were three written and three verbal reports given. This year it was changed to six written reports, three will be in more detail and contain information such as the DDI's.</p>	

	<p>Q: Should we be concerned by the figure of 27.12% for unauthorised absence for the spring interim period.</p> <p>A: Definitely something that is being monitored; tends to be due to holidays being taken or parents having Covid and not wanting to send their children into school due to anxiety of passing it on.</p> <p>Q: Is it known if the data for absenteeism at FPS is similar to that of other primary schools in the area and could we justify to inspectors.</p> <p>A: Yes other Heads are reporting a very similar picture and the school are confident in being able to demonstrate the remedial actions being taken.</p>	
7.	<p>SIAMS</p> <p>AH provide a brief overview of the seven strands of the self-evaluation applicable to SIAMS</p> <p>PM advised that she has recently attended a two day course on how to complete the self-evaluation document.</p> <p>Dates now need to be agreed for both staff and Governors to have their input into the evaluation.</p> <p>Q: Is there any overlap with documentation being produced for other purposes.</p> <p>A: Whilst there may be some overlap in the documents that may feed into the evaluation the main emphasis will be on the school's Christian distinctiveness.</p> <p>Q: Are there any thoughts on the timeframes and structure of what is needed.</p> <p>A: OFSTED and the curriculum are the priorities at the moment. Would be looking to agree some dates this term to get input from staff, parents, children and governors with a view to starting the self-evaluation in the summer term.</p> <p>Action: Dates for SIAMS input meetings to be arranged</p>	PM
8.	<p>Parental Engagement</p> <p>A brief was populated on GovernorHub prior to the meeting for discussion. VM outlined how it would be a useful exercise to review current research to see if we can identify any areas where parental engagement can be increased to improve pupil outcomes. There are various toolkits available and other initiatives such as parent forums that can be used to obtain feedback from parents and also benefit clear messaging between parents and the school.</p> <p>VM was requested to produce a report on the key aspects of the research for discussion at the P&S committee on 29th March. At that time and with a clearer view on any OFSTED preparation, further consultation with parents and the development of a parent questionnaire can also be discussed. CW offered his assistance with this if required.</p> <p>Action: Parental Engagement report to be developed for next P&S committee</p> <p>It was noted that various aspects of parental engagement e.g. SEN coffee mornings are covered in the SDP.</p>	VM
9.	<p>Governor Subject Monitoring Update</p> <p>MC: (English & Science) – Stage one well under way with documents having been requested and planning to review this and subject development plans with teachers in the next week. With English will be looking to move to stage two of the monitoring in the summer term.</p> <p>AH: (EYFS) – has recently completed an online training course which has provided useful guidance in developing questions for the teacher. Planning to meet teacher within the next two weeks.</p> <p>SD: (Maths) – Met with the teacher before Christmas and saw a lesson using the Maths 'Mastery' programme' last week. Excellent progress with confident and enthusiastic children can be reported. Report has just been completed but not yet shared with governors. A point to consider was that the children did not seem comfortable in talking about the progress they may have made or what they needed to do to improve. This may be because after two years of Covid they are now not used to conversing with people they don't know. With an OFSTED inspection due this is something that needs to be considered when an</p>	

	<p>inspector is likely to want discuss progress with a pupil(s). It was agreed that the resumption of governor visits and the normalisation of having unfamiliar people visiting lessons will be a benefit in this respect.</p> <p>CW: (DT&R) – will be making contact with the teacher to progress stage one</p> <p>ND: (Computing) – Stage one underway with access to schemes of work and now looking to progress Stage two with a visit.</p>	CW
10.	<p>Proposed Merger of Eynsham Primary School and Eynsham Pre-school</p> <p>A copy of the consultation letter was populated on GovernorHub prior to the meeting for discussion.</p> <p>In general terms the governors thought this was a sensible initiative and were supportive.</p> <p>Q: Does this arrangement have any impact on FPS as the scenarios between Eynsham and Freeland schools are similar and how was this initiated. A: It is to ensure that children going into Eynsham Primary have a consistent experience and prepares them better for their time in EPA schools.</p> <p>Q: Has a merger between FPS and Freeland Pre-school ever been a considered. A: Whilst possibly being a sensible idea it is not something that is on the agenda at the moment.</p>	
11	<p>Policies for Approval</p> <p>Information regarding the following policies had been placed on GovernorHub prior to the meeting to provide time for review and any questions.</p> <p>Admissions Policy – No comments on policy itself but CW wondered if would be helpful if he simplified aspects of what is a very dense document so that audiences of different literacy levels could readily understand it. This was thought to be a good idea but as this wording is from the Diocese the meaning has to be retained. It was proposed by CW he use the first page only and re-drafted this as an example. The current document will be published as is but the redraft would be useful for the implementation of any future policies. Action: CW to produce redraft of page for PM to review by 1st February</p> <p>EPA Policies – a link has been posted to GovernorHub to a number of EPA policies that have been updated. Governors should ensure that they are familiar with the content and know where they are for reference. Action: Familiarise with updated EPA policies</p>	CW All
12	<p>Committee Reports</p> <p>Performance & Standards – Main focus has been on the AP1 results and progress with the SDP. Overall the AP1 results are positive, Year2 & 3 still of concern but there has been progress. The Mastery approach has been trialled in Year 6 with excellent progress being shown. For more details the minutes of the last meeting are available on GovernorHub for review.</p> <p>Resources</p> <ul style="list-style-type: none"> - Budget updates from EPA available on GovernorHub. - Risk assessments are now up-to-date - Bark has been placed around the play area and is now useable. - VM has completed H&S training - A T.A. has been appointed to Red Kite and an advert has been posted for a new EYFS teacher to commence in September. When this appointment is made there may some rejigging of staff. 	
13.1	GOVERNING BODY MATTERS	

	DBS/Section 128 Checks Completed	
13.2	Governor Vacancies/Terms of Office Ending There are currently 4 Director Appointed Governor vacancies and 1 Parent Governor vacancies. MC has written an article for the School newsletter to raise awareness and interest. AH: reported an interest being expressed for someone to become a Foundation Governor, their background is in school leadership. It was felt that any interest, regardless of expertise, should be encouraged. AH will strongly encourage this person to apply.	
13.3	Governor Training/Training Plan AH: has completed an EYFS course CW: has completed some SEND based Inclusion training VM has completed H&S training and will complete Governor Induction part B in February. There is a limited budget for Governor training so any training that has a cost should be notified to MC & PM to ensure funding is available. Two EPA courses have been posted on to the Governorhub dashboard: Effective Governance/Safeguarding Financial Governance Any interest from Governors to be directed back through the post on GovernorHub Action: Notify of interest in EPA training courses	All
13.4	Governor Monitoring Visits Already discussed under Item 9	
13.5	Governor Communication with Stakeholders/Community MC to draft article for the 'Hanborough Herald' and 'Grapevine' (see item 3).	
13.6	Foundation Governors' Update AH: has met with some people regarding the prayer shack but nothing concrete to report back at this stage	
14.	EPA Update Chair of Governors meeting to meet on 19 th January, two of the items being discussed are: - Governor roles and responsibilities - Governor training It was suggested that it might be useful for the EPA to consider the sharing of views from the governors across the different Schools. It was agreed to pass this idea on to the EPA. Action: Suggestion to be shared with the EPA	MC
15.	Items from staff and school council <u>Staff</u> – nothing to report <u>School Council</u> – School has voted to support the Woodland Trust for their charity this year. A manifesto is now being developed based on the EPA manifesto from the youth summit.	

16.	<p>Matters to discuss at next LGB meeting on: 1st March 2022 at 6:30 pm</p> <ul style="list-style-type: none"> • OFSTED and governor contribution • DN to check for any statutory items for inclusion <p>Action DN</p> <p>A suggestion was made that the minutes of the corresponding meeting 12 months previous should be reviewed as a progress comparison. It was thought that this might be useful at the penultimate LGB meeting.</p>	DN
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Meeting closed at 8.15pm
DN: 18th January 2022

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
18 th January 2022	3	Draft article for Hanborough Herald	MC	ASAP
18 th January 2022	3	Chair to sign minutes of 9th November 2021 & file at school	MC	ASAP
18 th January 2022	5	OFSTED on next LGB agenda	MC	1 st March 2022
18 th January 2022	7	Dates for SIAMS input meetings to be arranged	PM	ASAP
18 th January 2022	8	Parental Engagement report to be developed	VM	29 th March 2022
18 th January 2022	9	Contact teacher to initiate stage one monitoring visit	CW	ASAP
18 th January 2022	11	RE-draft of page 1 of the Admissions policy	CW	1 st February 2022
18 th January 2022	11	Familiarise with updated EPA policies	All	ASAP
18 th January 2022	13.3	Notify of interest in EPA training courses	All	ASAP
18 th January 2022	14	Shared governor views across the EPA schools	MC	ASAP
18 th January 2022	16	Notify of any statutory requirements for next LGB	DN	1 st March 2022