



Academy
Company
& Wales.
939655

Freeland CE Primary School

Aspiring and achieving together

Tel: 01993-881707 Fax: 01993-883159
office.3208@freeland.oxon.sch.uk
www.freeland.oxon.sch.uk
Headteacher: Mrs S Nickelson



Freeland CE Primary School Local Governing Body Meeting on 23rd June 2020, at 5.00pm, on Zoom

Attendance: Sarah Nickelson **(SN)** (Headteacher), Penny McCarthy **(PM)** (Staff), Toby O'Neil **(TO)** (Parent) (Chair), Caroline Taylor **(CT)** (Director Appointed)*, Matthew Coolin **(MC)** (Director Appointed), Jane Lench **(JL)** (Staff)*, Alice Harden **(AH)** (Foundation), Janet Faulkner **(JF)** (Foundation), Nicholas Dawson **(ND)** (Parent) and Catrin Moore **(CM)** (Parent) (Vice Chair)*.

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

Governors were provided with a meeting ID and password to enable them to join the meeting on Zoom, which was held virtually, due to the school closure and social distancing measures in place as a result of Covid-19.

The meeting was quorate and was opened at 5.00pm.

	Item title	Action/ Who/ By when
1.	<p>Apologies for absence and welcome</p> <p>The Chair welcomed all to the meeting.</p> <p>Apologies had been received, and were accepted, from Catrin Mezaour (CGM) (Parent).</p>	
2.	<p>Declarations of any business or pecuniary interests</p> <p>None to declare in relation to the agenda items.</p>	
3.	<p>Review of 2020-21 Committee terms of reference/membership</p> <p>Governors agreed that the elections for the Chair and Vice Chair of Governors could be deferred to the first meeting of the autumn term.</p> <p>Governors discussed succession planning for the positions of Chair and Vice Chair.</p> <p>The Committee terms of reference and membership document for the 2020-21 school year were available to view on GovernorHub before the meeting.</p> <p>Governors voted unanimously for MC to be appointed Chair of the Performance and Standards Committee as the current Chair, CM, is leaving the governing body after this meeting. CT agreed to continue as Chair of the Resources Committee.</p>	

Chair of Governors:*Toby O'Neil*

1..... Date: 29/9/2020

	<p>Governors agreed to appoint new members to the Sub Committees at the first LGB meeting of the autumn term.</p> <p>Action: Add election of Chair and Vice Chair and membership of sub committees to first autumn LGB agenda.</p>	GP
4.	<p>Approval of Minutes of LGB meeting held on 1st April 2020</p> <p>Actions not referred to from the previous minutes have been completed.</p> <p>TO reported that the EPA has recommended that Governors adopt a relatively hands off approach in relation to monitoring, at present, as carrying out monitoring visits is not advisable due to current circumstances and would add to pressure on school staff. However, Governors recognised that, if current circumstances continue for longer than anticipated, how best to carry out monitoring at the school should be considered in more depth.</p> <p>Governors talked about the handover to the new reception class teacher (Miss Lamb). Governors spoke about the changes to the outdoor space for the reception class and the phonics and play training that the reception teacher had undertaken.</p> <p>Governors queried whether any form of assessment has been undertaken for year 6, following the cancellation of SATs, which had been discussed at the last meeting. SN explained that all pupils had been assessed on their return to school to ascertain the impact lockdown has had on their learning. PM has carried out a handover with Bartholomew that covered pupils' levels before lockdown and whether they were on track to meet expected levels of development. SN confirmed that year 5 pupils are doing more work on Google classrooms.</p> <p>The minutes from 1st April 2020 were agreed to be a true and accurate record of that meeting and were signed electronically by the Chair.</p> <p>Action: TO to send pdf minutes to the school office and SN to publish on the website.</p>	TO
5.	<p>Headteacher's Update <u>Covid-19</u> –</p> <p>SN informed Governors that the school is open for reception, year 1, year 5 and year 6 children, and the children of key worker. Around 80-85% of pupils from those year groups are attending. SN said that the re-opening of the school to a wider group of pupils and the implementation of social distancing had not been without challenge. The school has planned a recovery curriculum and made the new rules clear to pupils. Pupils had quickly re-engaged with learning. SN stated that pupils are doing well at remaining as socially distant as possible. Positive feedback has been received from parents in relation to the school's approach. The systems used at school have been adapted as time has progressed and staff plan to run some live sessions on Google Hangout. During the last week of term, there will be a transition with the pupils' new class teachers. SN is working on the basis that all pupils will be in school from September.</p> <p>SN informed Governors that the staff team have been incredible. Every member of staff has been in work throughout the lockdown. There have been</p>	

challenging times, but staff have reacted positively. The EPA has offered wellbeing workshops for staff if they wish to attend. There have been many shorter staff meetings to discuss proposals and check up on whether staff and pupils are happy and managing well. SN explained that, initially, teachers were on a rota, so undertook CPD and curriculum planning when they were not in school. SN detailed the training that staff have undertaken.

Safeguarding – There are weekly catch ups with teachers and staff check in on different families and pupils, and contact families that they haven't heard from for a while to make sure that all is well. All staff have completed safeguarding training level two in preparation for September.

Health and Safety – SN explained that the risk assessments required for the return to school had been significant. The EPA had carried out a risk assessment. SN stated that, currently, pupils are in groups of fifteen or less. However, more year 6 pupils wish to return for the last few weeks of term, so the groups for that year group would have to contain more than fifteen pupils. SN asked Governors whether they would be happy for year 6 to be split into two bubbles, and use the hall for teaching.

Q. Governors asked if the extra year 6 pupils could be added to the key worker group.

A. SN said that they could but, as it is their last few weeks in the school, it is preferable for them to be with their peers.

SN explained that year 5 are using the hall at the moment, but the hall could be deep cleaned and year 6 could use it instead. Governors acknowledged that other schools are using hall space to teach. SN stated that government guidance suggests bubbles of fifteen, but that is not mandatory. Governors also acknowledged that the pupils would probably be outside for a lot of the time during the last few weeks of term.

Q. Governors asked how the hall would be demarcated, how pupils would enter and exit the hall, and whether there are any security risks as a result of that.

A. SN explained how the hall is set out and said that some pupils would need to use the entrance by the school office. However, the door could be propped open when they are entering and leaving and, as it is the older pupils, there should not be issues with social distancing.

Following those discussions, no objections were received from Governors and it was agreed that the hall could be used for year 6 pupils.

Governors also checked whether the school leadership had considered the health and safety implications arising from the building site that is close to the school. Governors checked that the school had approached the contractors regarding the safety of school pupils while the building work is underway, especially in relation to deliveries, dust and noise.

Data protection – Nothing to report.

SEF/SDP - SN said that she had RAG rated the SDP, although the EPA had advised that schools do not need to review SDP and SEF before the start of the autumn term.

Governors commented that there is a substantial amount of green in the document, which is heartening, given the current circumstances.

	<p>SN explained that a lot of the content of the SDP for next year would be based on this year's document, as she has not had the opportunity to implement everything that she would have liked to. SN has asked all of the subject leaders to RAG rate their subject areas so that the school can plan for the resources required, and that should influence what is needed from the relevant Governor leads.</p> <p>SN spoke to Governors about SEND at the school and confirmed that she had spoken to JF about recent developments. SN and PM have spoken to the SENDCO at St Peters in Cassington, who is very experienced. She has agreed to do half a day a week for Freeland. SN has advertised internally for an assistant SENDCO, and has received one application. Governors acknowledged that it would be helpful to have someone who deals with SEND matters who is in school all week, so staff can liaise with them whenever they need to. This arrangement would also encourage consistency between EPA schools. Leading on from this, the school is advertising for an additional TA for the school, who would work each morning.</p> <p><i>*CM joined the meeting at 5.44pm.</i></p>	
6.	<p>School Budget</p> <p>SN confirmed that this had been agreed by Governors over email.</p>	
7.	<p>EPA MAT</p> <p>SN reported that Heyford Park Free School, which caters for pupils of both primary and secondary age, and requires support and guidance, has approached the EPA about joining the MAT. SN is part of an eight strong EPA team that is working closely with the school and has been asked to be an executive head between the two schools.</p> <p>SN stated that the proposed arrangements were confirmed last week. As SN will be working between the two schools for a period of time, she recommended that provision should be adapted at Freeland for her spending part of the week at the other school, which would necessitate PM being out of the classroom. Therefore, SN proposed that Freeland should recruit another teacher. SN acknowledged that it would entail a financial commitment, but she has been assured that the costs of an additional teacher would be supported by the bid submitted to work with the other school. Therefore, Freeland should be protected from the financial implications of employing another teacher.</p> <p>Q. Governors asked what the reasons are for the EPA agreeing to offer support to the other school.</p> <p>A. SN explained that there are multiple drivers for the involvement with the other school. One is the fact that the EPA has considered joining with other MATs or schools in the past. This proposal would be an alternative to joining another MAT, and would allow the EPA to grow more organically. If the EPA expands, it would become more financially stable. Also, the opportunity offers staff development opportunities in terms of leadership and experience.</p> <p>Q. Governors asked if there is sufficient support from within the EPA to allow the proposed team of eight leaders to assist the other school.</p> <p>A. SN said that there is a great deal of expertise and support for the EPA team, and external parties have been approached to assist.</p>	

	<p>Q. Governors queried how much time SN expects to spend away from Freeland. A. SN said that it would change on a weekly basis, but she would expect it to be between two and three days a week.</p> <p>Q. Governors asked how SN would ensure that standards and progress at Freeland do not suffer while she is away at the other school. A. SN explained that if PM adopts a non-teaching role, that would assist greatly with maintaining and improving standards and progress, as would the recruitment of another teacher, which is a resource that is backed by the EPA. SN emphasised that Freeland has a very experienced and resilient staff team.</p> <p>Governors agreed that this is an excellent opportunity for SN and the EPA. Also, PM would be able to support the NQT that is joining the school, as PM would not be teaching.</p> <p>Q. Governors asked when the teaching post would be advertised. A. SN said that she would like to advertise the position tomorrow. She is aware that there are still very good NQTs who have not secured jobs due to the Covid-19 situation. However, if the school cannot recruit as they feel the candidates are not high enough quality, the school might have to opt to use a trusted supply teacher.</p> <p>TO confirmed that he is attending EPA Chairs meetings. He has kept Governors informed of any developments arising from those meetings, and will continue to do so.</p>	
8.	<p>Policies</p> <p>The policies had been posted on GovernorHub before the meeting.</p> <p><i>Equality Plan 2020</i> - This is a school drafted policy. Governors spoke about the data that they have access to, and what that does and does not include. Governors approved the policy.</p> <p><i>PSHE including Sex and Relationships Policy</i> – This is an updated policy. SN confirmed that pupils access age appropriate content from Jigsaw. Governors agreed that the part that mentions Governors scrutinising and ratifying teaching materials could be removed. SN agreed to make that amendment along with one further amendment.</p> <p>Action: SN to make amendments to PHSE Policy.</p> <p><i>EYFS Intimate Care Policy</i> – SN explained that she had drafted this policy, based on other similar policies and her lead role for early years across the EPA. Governors approved the policy.</p> <p><i>*CT left the meeting at 6.17pm.</i></p> <p><i>Curriculum and Teaching and Learning Policy</i> – SN explained that this is an amalgamated policy/handbook. She has updated the curriculum part of the policy. Subject to a couple of references to 2019 being changed to 2020, and a formatting update relating to the font used, Governors approved the policy.</p> <p><i>Behaviour Policy</i> – PM had drafted this policy. PM had looked at AH's comments and added to the policy to reflect her suggestions about the school's ethos, where appropriate. The school had sought parental views on the policy,</p>	SN


	<p>which had been taken into account. PM suggested that she put the policy on GovernorHub in its amended form, so that Governors can look at it and comment on it should they wish to.</p> <p>Action: PM to post updated policy on GovernorHub and Governors to comment, should they wish to. Completed.</p> <p><i>Accessibility Policy</i> – SN said that this had been updated using the previous policy. SN has started work on installing compliant handrails, and the toilets in early years have been de-cluttered. SN confirmed that the school still uses OCC in relation to admissions. Subject to some minor amendments, Governors approved the policy.</p> <p><i>Code of Conduct</i> – to be considered at the next meeting.</p>	PM / All
9.1	<p>GOVERNING BODY MATTERS</p> <p>DBS/Section 128 Checks</p> <p>All Governors have been DBS/Section 128 checked.</p>	
9.2	<p>Governor Vacancies/Terms of Office Ending</p> <p>There are currently three Director Appointed Governor vacancies and one Parent Governor vacancy.</p> <p>JF and JL's terms of office end in early October 2020.</p> <ul style="list-style-type: none"> JF said that she would be happy to be reappointed. <p>Action: GP to send her the ODBE reappointment form. Completed.</p> <ul style="list-style-type: none"> JL indicated that she would be happy to continue as the support staff Governor, but would ask if anyone else is interested. <p><i>* JL left the meeting at 6.34pm.</i></p> <p>This is CM's final meeting as a Governor. Her youngest child leaves the school in July and she had decided not to finish her term of office. Governors thanked CM for her valuable contribution and dedication to the governing body during her time as a Governor, and particularly in her roles as Vice Chair of Governors and as Chair of the Performance and Standards Committee.</p>	GP
9.3	<p>Governor Training/Training Plan</p> <p>Governors spoke about the cost of Governor training and agreed that is something to consider in the autumn term.</p>	
9.4	<p>Governor Monitoring Visits</p> <p>See minute 4 above.</p> <p>Action: AH to observe collective worship.</p>	AH
7.5	<p>Governor Communication with Stakeholders/Community</p> <p>Nothing to report.</p>	
7.6	<p>Foundation Governors' Update</p> <p>AH said that the aim to include the visions and values throughout school communications and policies is progressing well. Online collective worship had</p>	

	been available to pupils during lockdown. The Foundation Governors had watched the online collective worship.	
8.	<p>Date of first 2020-21 LGB meeting: TBC</p> <p>Matters to discuss at the next LGB meeting:</p> <ul style="list-style-type: none"> • Election of Chair and Vice Chair • Membership of Sub-Committees • SEND Report • Annual Safeguarding Report (or second LGB meeting in autumn term) • Pupil Premium and Sports Funding Report • 2020-21 Standing Orders <p>The date of the next Resources Committee meeting is to be confirmed.</p> <p>The date of the next Performance and Standards Committee meeting is to be confirmed.</p> <ul style="list-style-type: none"> • <i>JL re-joined the meeting at 6.42pm.</i> <p>Governors spoke about how they could thank staff for their hard work this year, as they usually organise a tea party, and how best to thank Donna Keeber. Governors agreed to discuss this after the meeting.</p>	

The

meeting closed at 6.45pm

GP: 23rd June 2020

Chair of Governors: 

7..... Date: 29/9/2020