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# Freeland CE Primary School

*Aspiring and achieving together*

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Headteacher: Mrs S Nickelson



## Freeland CE Primary School Local Governing Body Meeting on 28<sup>th</sup> January 2020, at 6.30pm, at the School

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

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

The meeting was quorate and was opened at 6.30pm.

Item	Item title	Action/ Who/ By when
1.	<b>Apologies for absence and welcome</b>  The Chair welcomed all to the meeting.  Apologies had been received, and were accepted, from Matthew Coolin (MC) (Director Appointed) and Alice Harden (AH) (Foundation).	
2.	<b>Declarations of any business or pecuniary interests</b>  None to declare in relation to the agenda items.  CT completed a pecuniary interest form at the meeting and handed it to SN to file at the school.	
3.	<b>Approval of Minutes of LGB meeting held on 19<sup>th</sup> November 2019</b>  Actions not referred to from the previous minutes have been completed.  The minutes of the meeting on 19 <sup>th</sup> November 2019 were agreed to be a true and accurate record of that meeting. The minutes were signed by the Chair and passed to the Headteacher to file at the School.  <b>Action: GP to send pdf minutes to the school office to publish on the website. Completed.</b>	<b>GP</b>
4.	<b>Matters arising, not on agenda</b>  Nothing to report.	
	<b>SCHOOL IMPROVEMENT</b>	
5.	<b>Headteacher's Update</b>	

Chair of Governors: ...*Toby O'Neil*..... Date: 1 April 2020

	<p>SN informed Governors that there had been a great deal of community involvement over the Christmas period, and spoke briefly about the events that had taken place. Following on from that, SN stated that there has been a busy and positive start to the new term at school. The bedtime story time event had been well attended.</p> <p>SN informed Governors that Donna Keeber has resigned. SN has put arrangements in place for Reception class, and a very experienced early years teacher is going to teach that class for the summer term. SN said that she would like as much continuity as possible for the pupils involved. There will be a reorganisation of teaching staff across the school from September 2020: Tasmin will teach Reception class, Tracy will stay in year 1, Penny will move to year 2, Lily will teach year 4/5 and Joe will teach year 5/6. The year 3/4 vacancy would be advertised. Governors agreed that reorganising the staffing structure ensures that skills are shared across the school and can have a reinvigorating effect on staff. The vacancy would be advertised on Friday (the EPA have agreed the draft advert), with a shortlisting date of 25<sup>th</sup> February and potential interview date of the 11<sup>th</sup> March. SN reminded Governors that two people on the panel would need to have completed safer recruitment training.</p> <p><b>Action: Governors to let SN know if they are available for the interview date of 11<sup>th</sup> March.</b></p> <p>SN informed Governors that Tracy would be off school in February for medical reasons, but one of the school's longstanding supply teachers has agreed to cover the 4-6 weeks during which Tracy will be recuperating.</p> <p><b>Q.</b> Governors asked if the supply teacher would have support if she requires it.  <b>A.</b> SN said that she would, but the teacher is well known at the school and has been in to meet the class already.</p> <p>SN stated that attendance is looking positive. She carried out the annual review and sent three improvement letters and one cause for concern letter.</p> <p>SN said that she had added some 'essential information' to GovernorHub in relation to attendance.</p> <p><u>Safeguarding</u> – A safeguarding review is booked for March.</p> <p><u>Health and Safety</u> – A health and safety review is scheduled.</p> <p><u>Data protection</u> – Nothing to report.</p>	All
6.	<p><b>School Development</b></p> <p><u>SDP/SEF</u> – The documents were available on GovernorHub.</p> <p>These documents had been discussed in depth at the recent Performance and Standards Committee meetings.</p> <p>Governors noted that SEND data had raised some issues that must be addressed, which had been discussed at the Committee meetings, but all other areas were extremely positive.</p> <p><u>School Vision/Three Year Plan</u> – SN informed Governors that she needs a little</p>	

	extra time to finalise this and launch it. She would do this as soon as she is able to.	
<b>7.</b>	<p><b>Report from the Designated Teacher for Looked After Children (LAC)</b></p> <p>The Report was available on GovernorHub before the meeting and was available to view at the meeting.</p> <p>PM spoke about LAC at the school. She stated that attendance is good and attainment and progress are at or above the targets. The report set out the ways in which the school is supporting the LAC through its approach to teaching and learning. Part of the PPG money has been spent on PiXL interventions, Forest School and music lessons. Forest School has helped greatly with resilience and self esteem. Curriculum development and breadth of the curriculum has also benefited the LAC. JL is the ELSA (emotional and literacy support assistant) at the school, and she has worked with the LAC.</p> <p><b>Q.</b> Governors ask how a child qualifies for this funding.  <b>A.</b> PM explained that it is given to pupils who are adopted or in care.</p> <p><b>Q.</b> Governors asked what the school would do if the amount of PPG funding decreases next year.  <b>A.</b> SN and PM explained that the funding might decrease next year, but they keep a close eye on the needs and priorities of pupils in receipt of PPG, whilst ensuring that the use of funding benefits a wider range of pupils.</p>	
<b>8.</b>	<p><b>Committee Reports</b></p> <p><b>8.1 Performance and Standards Committee</b> – meetings had been held on 3<sup>rd</sup> December 2019 and 21<sup>st</sup> January 2020.  The Committee had discussed:</p> <ul style="list-style-type: none"> <li>• The absence of the SEND lead at the school.</li> <li>• The SDP, with a particular focus on aspects relating to SEND.</li> <li>• Assessment Point 1 data had been discussed in detail.</li> </ul> <p>The date of the next Performance and Standards Committee meeting is 3<sup>rd</sup> March 2020.</p> <p><b>8.2 Resources Committee</b> – a meeting was held before the LGB meeting.  The Committee had discussed:</p> <ul style="list-style-type: none"> <li>• A GDPR assessment, which was completed during the meeting.</li> <li>• Policies and risk assessments.</li> </ul> <p>The date of the next Resources Committee meeting is 17<sup>th</sup> March 2020.</p>	
<b>9.</b>	<p><b>EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)</b></p> <p>The EPA Chairs meeting had taken place last week and TO had attended. The Interim CEO had attended to speak to Chairs about the future of the EPA. Governors spoke about the arrangements and plans that the EPA has considered. The Interim CEO is leaving in July, but assured Chairs that he would endeavour to progress matters and implement the best decisions for the EPA before he leaves. EPA Headteachers had met the Interim CEO to discuss the future of the EPA. A decision had been reached at that meeting which will be considered by the Board of Directors at their next meeting. SN emphasised that Headteachers are actively involved in the EPA decision making processes.</p> <p><b>Q.</b> Governors asked why the Interim CEO could not stay longer.</p>	

	<p><b>A.</b> SN said that he had been contracted for a certain period of time, which ends in July.</p> <p>TO assured Governors that the Interim CEO is proactive and efficient and is progressing matters as swiftly as possible.</p> <p>SN reported that the Headteacher at Stanton Harcourt, who was employed on a temporary contract, is leaving at Easter. There would be an executive headship for Stanton Harcourt and Standlake Primary schools as an interim measure.</p> <p>Governors discussed the issue of the lease with the preschool. A draft lease is under consideration, and negotiations are on-going.</p>	
<b>10.</b>	<p><b>Policies – for approval/adoption</b></p> <p>The policies were available to view on GovernorHub before the meeting.</p> <p><u>EPA 2019-20 Financial Procedures, Administration and Controls Policy</u> – this is an EPA policy. Certain sections apply to Governors and these were recognised and noted at the meeting.</p> <p><u>EPA 2019-20 Pay Policy for Teachers</u> – this is an EPA policy, which aims to ensure a consistent and fair approach to teachers’ pay. Governors noted that Governors who sit on the Pay Committee, in particular, should be familiar with this policy.</p> <p>Governors <b>approved</b> the policies.</p> <p>Governors present signed the ICT Acceptable Use Agreement, which was available on GovernorHub before the meeting.</p>	
<b>11.</b>	<b>GOVERNING BODY MATTERS</b>	
<b>11.1</b>	<p><b>DBS/Section 128 Checks</b></p> <p>All Governors have been DBS/Section 128 checked.</p> <p>Governors spoke about when these need to be renewed.</p>	
<b>11.2</b>	<p><b>Governor Vacancies/Terms of Office Ending</b></p> <p>There are currently three Director Appointed Governor vacancies and one Parent Governor vacancy. CM confirmed that she would not continue her term of office past July.</p> <p><b>Action: GP to send ND governor welcome email, with links to training courses. Completed.</b></p> <p>Following an advertisement in the Grapevine, the Chair had been contacted by one person in relation to the Director Appointed vacancies, so would follow that contact the interested party.</p>	<b>GP</b>
<b>11.3</b>	<p><b>Governor Training/Training Plan</b></p> <p>CT has completed Prevent training.</p> <p><b>Action: Any Governors who have not completed GDPR training, please do so as soon as possible.</b></p>	<b>All</b>
<b>11.4</b>	<b>Governor Monitoring Visits</b>	

	<p>TO and CM had completed the Assessment Point 1 visit.</p> <p>AH had met Donna to discuss RE.</p> <p>JF and SN had arranged a catch up and booked a meeting.</p>	
<b>11.5</b>	<p><b>Governor Communication with Stakeholders/Community</b></p> <p>The advert in the Grapevine had been successful (see minute 11.2 above).</p>	
<b>11.6</b>	<p><b>Foundation Governors' Update</b></p> <p>Nothing to report.</p>	
<b>12.</b>	<p><b>Items from Staff and School Council</b></p> <p><b>Staff</b> – nothing to report.</p> <p><b>School Council</b> – SN said that Robert Courts, the local MP, is going to visit the school on Friday to discuss the work they are doing on creating a library for the school. Governors spoke about the issues that could be brought to his attention, such as the lack of space for interventions.</p> <p>SN asked if any of the Governors could judge Freeland's Got Talent, on Friday 7<sup>th</sup> February, at 9am. The pupils are very excited about the competition!</p> <p><b>Action: Governors to let SN know if they are available to judge Freeland's Got Talent.</b></p>	<b>All</b>
<b>13.</b>	<p><b>Dates of 2019-20 LGB meetings:</b>  <b>17<sup>th</sup> March 2020</b>  <b>12<sup>th</sup> May 2020</b>  <b>23<sup>rd</sup> June 2020</b></p> <p>Matters to discuss at the next LGB meeting:</p> <ul style="list-style-type: none"> <li>• Headteacher's Report</li> <li>• Pupil Premium Update</li> <li>• SEND Update</li> </ul> <p>The date of the next Resources Committee meeting is 17<sup>th</sup> March 2020.</p> <p>The date of the next Performance and Standards Committee meeting is 3<sup>rd</sup> March 2020.</p>	

The  
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g closed at 7.22pm.

GP: 28<sup>th</sup> January 2020