



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 15th May 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), Glen Pascoe (**GSP**) (Parent)*, and Toby O'Neil (**TO**) (Parent) (Chair).

In attendance: Joe Lambert (**JLa**) (Staff Mathematics Lead)* and Gemma Peace (**GP**) (Clerk).

The meeting was quorate and was opened at 6.45pm.

Item	Item title	Action/ Who/ By when
1.	Apologies for absence and welcome The Chair welcomed all to the meeting. Apologies had been received from Catrin Moore (CM) Parent (Vice Chair) and Jane Lench (JL) (Staff), and were accepted.	
2.	Declarations of any business or pecuniary interests None to declare in relation to the agenda items.	
3.	Mathematics Report JLa gave a presentation to Governors, based on assessment point 2 data. He reported that: <ul style="list-style-type: none"> 81% of pupils were on track for expected or above standard by end of year and 31% were on track to achieve greater depth. Targets were detailed, which PM and JLa had drafted. PiXL has been used to inform teaching, identify gaps and focus teaching on addressing those gaps. Data has been shared with other PiXL schools and the school ranked highly, achieving higher percentages in all three papers (two reasoning and one arithmetic) than the national average. The papers are more difficult than SATs papers. <p>Q. Governors asked if the material that PiXL provides to plug any gaps is sufficient.</p> <p>A. PM and JLa confirmed that the PiXL resources are comprehensive and useful, although other resources are used, where necessary.</p> <ul style="list-style-type: none"> JL spoke about embedding reasoning at the school. PiXL data suggests that this is taking place. Evidence from book scrutinies highlights that teachers are using reasoning to challenge and extend pupils, and 	

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	<p>support and embed learning.</p> <ul style="list-style-type: none"> • PiXL has also been used to support lower attainment, by using personal learning checklists. JLa said that the tests identify areas where pupils are struggling. Lower attaining pupils have personal timetables that run alongside their main learning timetable. • JLa said that the new school calculation policy has been rolled out to parents and it is on the website, for reference purposes. • Teachers are using concrete, pictorial and abstract resources to embed understanding. <p>Q. Governors asked what could be done to help parents who indicated on the recent parent questionnaire that they find it difficult to help with their child's maths homework.</p> <p>A. JLa acknowledged that this shows that the message about the calculation policy has not reached all parents and went on to suggest ways in which it could be made available to parents and drawn to their attention.</p> <p><i>*GSP joined to meeting at 6.55pm.</i></p> <ul style="list-style-type: none"> • The year 4 multiplication check will be compulsory next year. The school has signed up for the voluntary check this year. JLa confirmed that there are various resources available for pupils in relation to times tables, such as PiXL and the times table library. • JLa set out some concerns, such as pupils who are working below the expected level for their age group. He assured Governors that this is primarily due to being on the SEND register, or moving from other schools, and the school is using interventions to address this problem. • JLa is also ensuring that teachers' end of year assessments are clear and well evidenced so that accurate data is passed on to the next class teacher. Assessment is moderated and teachers use the PiXL end of year tests to help them with assessment of non-SATs year groups. <p>Q. Governors asked if pupils are anxious about tests and how the school addresses this issue.</p> <p>A. JLa said that the pupils are only tested three times a year, and this is not done in a stressful environment. Pupils are given plenty of practice, so that they are used to tests and comfortable doing them.</p> <p>Governors thanked JLa for attending the meeting and for his presentation.</p> <p><i>* JLa left the meeting at 7.10pm.</i></p>	
4.	<p>Approval of Minutes of LGB meeting held on 20th March 2019</p> <p>Actions not referred to from the previous minutes have been completed.</p> <p>Action: GSP to complete Channel Awareness training. Completed.</p> <p>Action: Governors to add monitoring visit reports to GovernorHub, once approved by SN. On-going.</p> <p>The Minutes of the meeting on 20th March 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>GSP</p> <p>All</p> <p>GP</p>

5.	<p>Matters arising, not on agenda</p> <p>AH had bought a card for Governors to sign to pass to the School Society.</p> <p>Governors minuted their thanks to the members of the School Society for their hard work, which includes fundraising and contributing towards school trips.</p>	
	SCHOOL IMPROVEMENT	
6.	<p>Budget</p> <p>This had been considered at the Resources meeting before the LGB meeting. The Committee had recommended the budget for approval, subject to there being no significant changes that impact the figures between now and August. If there were any material changes, the governing board would need to reconsider the budget.</p> <p>Governors noted that the school is running a deficit budget next year and recognised that there is some uncertainty in relation to the forecast for the third year. It was noted that the EPA require that the school has a £22,000 reserve. Governors acknowledged that, despite running a deficit budget, the school would be able to meet that requirement.</p> <p>Governors discussed the impact of reduced pupil numbers joining foundation class on the budget in coming years. They recognised that there is very little contingency for school repairs. Governors spoke about fundraising efforts to date, and put forward suggestions for fundraising in the future.</p> <p>Governors approved the budget.</p> <p>Governors agreed that they would consider the budget in depth again at the last meetings of 2019.</p> <p>Action: Budget review to be added to the agendas for the November/ December 2019 Resources and LGB meetings.</p>	CT/GP/ SN/TO
7.	<p>Headteacher Performance Review Report</p> <p>SN's mid year appraisal had taken place. It had focused on various issues, including how best to support SN with her substantial workload.</p> <p>TO agreed to upload the report to GovernorHub. It will be discussed at the next LGB meeting.</p> <p>Action: TO to complete the report and return to SN and members of the Headteacher Appraisal Committee.</p> <p>GP to add discussion of this to the next LGB agenda. Completed,</p>	TO GP
8.	<p>School Development</p> <p>Three year plan - Governors had attended a meeting with staff on 29th March to discuss the school's three year plan and vision, in the context of various aspects of school life (children, staff, community and buildings). SN handed out a document she had drafted following that meeting. The draft vision in the document, 'sowing the seeds of learning for life', relates to the parable of the mustard seed, as discussed at that meeting. The document also set out the</p>	

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	<p>draft goal of the school and listed how the school aims to fulfil it.</p> <p>Governors spoke about how animated and dynamic the meeting had been and how that could be captured in the school vision. They considered the school's goal and how the vision and goal are linked. Governors discussed suggestions for the school vision, and how it could best incorporate the school's Christian and moral values. Governors agreed that the vision should be considered in more depth before it is finalised. Governors spoke about whether the initiatives and suggestions that flowed from the meeting are sufficiently aspirational.</p> <p>Governors debated whether they should share the ideas from the meeting with staff, and this meeting, with parents and ask for comments. SN suggested that this could be done at the first 'meet the teacher' event in September. In that context, Governors also suggested that they should refer to the recent parent survey questionnaire and use the responses to influence the content of any meeting with parents. Governors also spoke about the plan in the context of the financial constraints that the school faces.</p> <p>SN said that Governors should consider the priorities for the SDP next year. Governors agreed that the school vision should be considered initially, so that it could influence and feed into SDP priorities.</p> <p>Governors discussed SIAMS and the changes in relation to the SIAMS framework, and the fact the areas that it focuses on link in with the headings in the SDP.</p> <p>SN said that she would review the three year plan document, with PM's input, in order to analyse and consider what is reasonable and achievable in relation to the objectives. SN and PM would report back to Governors. SN also suggested that she could contact the Diocese for guidance.</p> <p>Action: SN to contact Ruth Bennie (Diocesan Advisor) to ascertain whether she can talk to SN, PM and Foundation Governors about the three year plan and school vision.</p> <p>SN and PM to report back to Governors once the document has been reviewed.</p> <p>SDP/SEF – The SDP and SEF were available on GovernorHub before the meeting. See discussion above.</p>	SN/PM
9.	<p>Risks</p> <p>SN had placed a document on GovernorHub listing operational, strategic, compliance and financial risks that the school might face. The EPA asked for schools to complete this and report back. CGM had updated the document and posted it on GovernorHub. She explained that Governors must allocate an impact score and likelihood score to each risk, which are multiplied to give a final rating for each risk. The score is subsequently RAG rated.</p> <p>At the meeting, Governors worked their way through the document and rated each risk. Governors marked up the document at the meeting.</p> <p>The top ten risks that were identified at the meeting are:</p> <ul style="list-style-type: none"> • Insufficient resources • EPA leadership not appointed • Roll numbers decrease 	

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	<ul style="list-style-type: none"> • IT failure • Difficulty in recruiting appropriate calibre of staff • Governor succession planning • Structural defects • Key staff absence or leave • Low staff morale relating in absence/high staff turnover • Pupil behaviour deteriorates <p>Also refer to the appended risks document and minute 13 below.</p> <p>Action: CGM to produce final version of spreadsheet and publish on GovernorHub. Completed.</p> <p>SN to report back to EPA.</p>	<p>CGM</p> <p>SN</p>
10.	<p>SEND Update</p> <p>Action: JF will arrange a meeting with Angela Brame.</p> <p>SN, Angela and PM are meeting on Monday to talk about SEND pupils and SEND data. Four pupils have been added to the register.</p>	JF
11.	<p>GDPR Update</p> <p>SN stated that the school is moving from Turn It On to Sentry for GDPR support.</p>	
12.	<p>Committee Reports</p> <p>12.1 Performance and Standards Committee – a meeting was held on 30th April. The minutes were on GovernorHub. TO reported that the Committee had discussed:</p> <ul style="list-style-type: none"> • The Science Action Plan. • The three year plan/vision (see minute 8 above). • Assessment point 2 data. <p>The date of the next meeting is 4th June 2019.</p> <p>12.2 Resources Committee – a meeting was held before the LGB meeting. CT reported that:</p> <ul style="list-style-type: none"> • The budget had been discussed and approved (see minute 6 above). • The recent health and safety audit that had brought up three issues: swimming training for teachers, legionella risk assessments and asbestos management. <p>The date of the next meeting is 26th June 2019.</p> <p>12.3 New Buildings Committee – nothing to report.</p>	
13.	<p>EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)</p> <p>SN reported that CEO interviews had been held, but an appointment was not made. The interim CEO's contract expires at the end of August.</p> <p>TO had attended a Chair of Governors meeting. He had been informed that a revised advertisement for a CEO would be drafted, which would include an increased salary. Governors spoke about this increase and how it would be</p>	

	funded in the context of the current squeeze on schools' budgets. Governors also spoke about the fact that the EPA is a relatively small MAT, which brings potential risks. Governors considered the proposals for the new Eynsham Garden Village, which would boost pupil numbers in the area, and the fact that there might be an opportunity for the EPA to bid for any schools that are built on that site.	
14.	Policies – for approval/adoption None to approve.	
15.	GOVERNING BODY MATTERS	
15.1	DBS Checks All Governors have been DBS checked.	
15.2	Governor Vacancies/Terms of Office Ending There are currently four Director Appointed Governor vacancies and one Parent Governor vacancy.	
15.3	Governor Training/Training Plan GSP had distributed a skills audit for Governors to complete. There is a folder on GovernorHub in relation to this. Governors should add their audit to that folder, once completed. Action: All Governors to complete the skills audit, send to TO/GSP and post on GovernorHub before the next Performance and Standards Committee meeting on 4th June.	All – before 4th June
15.4	Governor Monitoring Visits TO and CM had visited the school on 26 th April to discuss assessment point 2 data with SN. JF had visited the school on 28 th March to meet with Angela Brame. JF had carried out a book scrutiny to monitor the progress of SEND pupils, reviewed evidence relating to the impact of interventions and analysed SEND data. Both reports had been posted on GovernorHub.	
15.5	Governor Communication with Stakeholders/Community Nothing to report.	
15.6	Foundation Governors' Update See discussion in minute 8 above, where Governors spoke about Christian values and how they could be incorporated into the school vision and goal, along with obtaining Diocesan input.	
16.	Items from Staff and School Council Staff – nothing to report.	

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	School Council – nothing to report.	
17.	<p>Dates of 2018-19 LGB meetings:</p> <p>The date for the last meeting of the 2018-19 school year is: 26th June 2019</p> <p>Matters to discuss at the next LGB meeting:</p> <ul style="list-style-type: none"> • Headteacher's Report • Election of Chair and Vice Chair • Committee terms of reference and membership 2019-20 • Dates of the 2019-2020 LGB meetings • Governor Healthcheck • English update <p>The date of the next Resources Committee meeting is 26th June 2019.</p> <p>The date of the next Performance and Standards Committee meeting is 4th June 2019.</p>	

The meeting closed at 8.43pm.

GP: 15th May 2019

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