



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 20th March 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), Jane Lench **(JL)** (Staff), Alice Harden **(AH)** (Foundation), Penny McCarthy **(PM)** (Staff), Glen Pascoe **(GSP)** (Parent) and Toby O'Neil **(TO)** (Parent) (Chair).

In attendance: Donna Keeber **(DK)** (EYFS Teacher and Staff RE Lead)* and Gemma Peace **(GP)** (Clerk).

The meeting was quorate and was opened at 6.30pm.

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 were accepted.	
2.	Declarations of any business or pecuniary interests None to declare in relation to the agenda items.	
3.	RE/EYFS Report <u>RE</u> - DK gave a presentation to Governors, which covered the following points: <ul style="list-style-type: none"> • Assessment in relation to RE. • Meeting with Ruth Bennie (Oxford Diocese schools advisor), who gave positive feedback. • Keeping up to date with local and national RE groups. • Ensuring that each class has a copy of the RE action plan. • Advising other members of staff about opportunities for teaching Christianity as a world wide faith (a SIAMS action point). • RE focused school trips. • Support from the EPA RE coordinator. • How SIAMS action points are being addressed, including class spiritual journey books, the Prayer Shack, AH and JF carrying out collective worship evaluations, and the school and class prayers. • Aims for next year, including considering the school's 'distinctive Christian vision.' <u>EYFS</u> – DK gave a further presentation about EYFS. She informed Governors that 'In The Moment Planning' (ITMP) is a buzzword in EYFS at present. DK explained her approach to this and how she provides feedback to parents.	
	DK detailed her predictions for the numbers of pupils who could attain a Good	

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	<p>Level of Development (GLD), those who probably could not and those who might attain 'exceeding' by the end of the year. DK explained that attaining Age Related Expectations does not necessarily equate to attaining a GLD. Also, there has been a focus on more able pupils in EYFS.</p> <p>DK set out what is happening with the other EPA schools in relation to EYFS. There would be a moderation visit in term 5 and the new starters pack will be reviewed in term 5 as well.</p> <p>DK spoke about how EYFS staff prepare pupils for their transition to year 1. As part of the transition from Preschool, staff use the hall for PE lessons, which helps to get pupils accustomed to being in the main school building.</p> <p>Q. Governors asked about the SDP focus relating to the outdoor space for EYFS, and whether there is anything the DK feels would be helpful in that respect. A. DK confirmed that it is a priority, and is under consideration. DK explained that the outdoor area is very often wet and very muddy. DK said that there is a gap between the protective canopy and the guttering, which is designed to keep part of the EYFS outdoor area dry. The area is shared with the preschool, which means it is used by a lot of children. Governors agreed that it would be helpful if the EYFS class could have an area where pupils can get changed into outdoor wear, such as wellies, outside the main classroom area.</p> <p>It was agreed that the school does not currently have enough finances to put into the outside area.</p> <p>Governors thanked DK for attending the meeting and for the presentations.</p> <p><i>* DK left the meeting at 6.50pm.</i></p>	
4.	<p>Approval of Minutes of LGB meeting held on 29th January 2019</p> <p>Actions not referred to from the previous minutes have been completed.</p> <p>Action: GSP to complete Channel Awareness training.</p> <p>The Minutes of the meeting on 29th January 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>GP</p>
5.	<p>Matters arising, not on agenda</p> <p>Nothing to report.</p>	
	SCHOOL IMPROVEMENT	
6.	<p>Headteacher's Report (to include safeguarding/health and safety update)</p> <p>The report was available to view on GovernorHub before the meeting. SN invited questions from Governors.</p> <p>Q. Governors asked how pupils are identified to add to the SEND register. A. SN explained that it is usually the result of collaboration between teachers and parents. Teachers will observe pupils, identify those who might require SEND assistance and consult Angela Brame (SENDCO) and, if appropriate, other members of staff. Angela and/or SN observe pupils that have been identified this way to further assess their needs. A dialogue with parents might start after</p>	

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	<p>that, should it be required. However, SN stated that parents do approach the school if they have concerns. SN said that the school uses descriptors for SEND issues. Angela Brame carries out assessments and the Educational Psychologist visits the school when required.</p> <p>SN and PM explained that there are pupils who are not on the SEND register, but require additional support. Governors noted the percentage of pupils who are on the 'to monitor' register. SN explained that pupils are on that register for a wide variety of reasons, such as attendance, nurture and bereavement issues. It is discussed regularly at staff meetings.</p> <p>SN informed Governors that Sarah Kerswell has put forward a proposal in relation to the format of headteacher reports following a discussion with the other EPA headteachers to gain some alignment. The proposal is that the reports would be provided three times a year, in a bullet point format, would be no longer than four pages, would include trends over time and identify key discussion points. The EPA had also put forward a suggested report format, which SN showed to Governors at the meeting. Governors noted that, content wise, the proposed format does not differ greatly from the current report and discussed the advantages and disadvantages of adopting it.</p> <p>Governors suggested that any parts of the headteachers report that are primarily a repetition of information that is contained in newsletters could be shortened or omitted. Governors spoke about the 'What we have achieved' section of the current report.</p> <p>Governors discussed the best way to present data and show trends in data throughout the school year, and between school years.</p> <p>Governors agreed that SN should continue to use the existing template, but update it to include any relevant matters that are on the EPA template, but are not currently on SN's template. Governors also agreed that SN could report to Governors three times a year in future, at the second meeting in each large term.</p> <p>Action: SN to amend her headteachers report template, if required, to conform to EPA requirements.</p> <p>Action: GP to drop headteacher report from May LGB agenda, but add to June LGB agenda.</p> <p>There were no bullying, safeguarding or health and safety incidents to report.</p> <p>SN handed out her analysis of the parental homework survey. She explained that she and PM had held two meetings with parents to talk about parental views on homework. The feedback had been positive, on the whole, but in part appeared to depend on which year group pupils are in. SN said that some parents had asked about marking, and points about marking had come up in some of the responses. Parents also wanted more creative homework. Parents had put forward some concerns about maths homework and the fact that they are not aware of the correct methodology to use, which concerns them and can confuse their children. SN said that some parents had commented that they find it difficult to encourage their pupils to do homework. SN and PM stated that there is no concrete evidence that homework in primary school has a significant impact on pupils' learning and achievement.</p> <p>SN handed out a document that she had prepared that detailed the approach</p>	<p>SN</p> <p>GP</p>
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	<p>to homework that the school might adopt. SN stated that reading, spelling and times tables are the fundamental areas that pupils must focus on and so would form the compulsory part of pupils' homework. In consideration of pupils' mental health and well-being, there would also be optional homework for pupils who wish to do it. SN had prepared a list of suggestions for this part and Governors considered these.</p> <p>Governors agreed to the proposed changes, subject to there being more maths related suggestions in the optional homework section. They suggested that there should still be some deadlines for pupils to work towards, to promote responsibility and accountability, but the optional extra homework tasks were a fantastic way to promote learning in a family environment. Governors agreed that a bank of homework challenges could be added to the website. Governors suggested that, if pupils want to bring in pieces of optional homework that they have completed from the challenges they could do so, perhaps during a dedicated session in the last week of term.</p> <p>Action: SN to show the homework proposals to staff and, subject to agreement, trial the new homework system in the summer term.</p>	SN
7.	<p>School Development – SDP/SEF 2018-19</p> <p>The SDP and SEF were available on GovernorHub before the meeting.</p> <p>SDP – This was discussed at the Performance and Standards meeting earlier in March. Governors had spoken about ways in which all school stakeholders could comment on and contribute to the SDP and the current five year plan. A meeting between staff and Governors is scheduled for 29th April, a meeting where members of the community could comment on the plan is scheduled for the 10th May and, lastly, proposals would be taken to and discussed at the final LGB meeting of the year in June. TO confirmed that this is would feed into an update of the school's five year plan.</p> <p>SEF – This document had been considered at the March Performance and Standards Committee meeting.</p>	
8.	<p>Annual Report from the Designated Teacher for Looked After Children</p> <p>The Report was on GovernorHub before the meeting. Governors commented that they are happy with the contents of the report.</p>	
9.	<p>Pupil Premium and Sports Funding Update</p> <p>Nothing to report.</p>	
10.	<p>GDPR Update</p> <p>SN has sent the toolkit to the EPA, and confirmed that she has done everything that she needs to do to date in relation to GDPR. The EPA has agreed to complete the contracts section of the toolkit for the school.</p> <p>SN reported on a GDPR near miss. A first aid form had been collected by a science helper, but was returned shortly thereafter.</p> <p>SN said that the school has created a Twitter account, and letters will be sent out asking for permission to put photos of pupils on the account. This was to help with publicising the good work of the school.</p>	

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11.	Committee Reports	
11.1	<p>Performance and Standards Committee – a meeting was held on 5th March. The minutes were on GovernorHub. CM reported that:</p> <ul style="list-style-type: none"> The Committee had discussed the SDP in depth and had RAG rated it; see minute 7 above. <p>The date of the next meeting is 30th April 2019.</p>	
11.2	<p>Resources Committee – a meeting was held before the LGB meeting. CT reported that:</p> <ul style="list-style-type: none"> Ros Avery from the EPA had attended the meeting to speak to Governors about the budget. Governors had put forward their views about the format of the budget. She had informed the school that it had spent a large percentage of its reserves, as planned, but acknowledged that the school exercises very good budget management. It was highlighted in the meeting that, over the next two years, the school would need to save a significant amount of money. The Committee had formally welcomed PM as deputy headteacher. TO had spoken about the Freeland Preschool lease. 	
11.3	<p>The date of the next meeting is 15th May 2019.</p> <p>New Buildings Committee – There was no update, as there had not been a meeting since the last LGB meeting.</p> <p>Action: GSP and SN to arrange a meeting to discuss plans for the Committee.</p>	GSP/SN
12.	<p>EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)</p> <p>CEO interviews are taking place next week. SN reported that there is an opportunity for a Governor to attend the meeting where the EPA CEO candidates would speak, which is on Tuesday 26th March at 5-7pm, at Bartholomew School.</p> <p>Action: If a Governor would like to go please let TO know by the 21st March.</p> <p>TO had attended an EPA Chair of Governors meeting.</p>	All
13.	<p>Policies – for approval/adoption</p> <p>There were no policies to review.</p>	
14.	GOVERNING BODY MATTERS	
14.1	<p>DBS Checks</p> <p>All Governors have been DBS checked.</p>	
14.2	<p>Governor Vacancies/Terms of Office Ending</p> <p>There are currently four Director Appointed Governor vacancies and one Parent Governor vacancy.</p> <p>The terms of office of TO and AH end on 25th March 2019. AH confirmed that the PCC had agreed that she could be reappointed as a Foundation Governor for a further four year term of office from 26th March 2019. The Clerk had</p>	

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	<p>provided the necessary form that that the Diocese requires and TO and David had signed the form off.</p> <p>SN stated that she had advertised for Parent Governors nominations. TO agreed to stand again as Parent Governor. If there were no other nominations, or only one other, TO would be reappointed for a further four year term from 26th March.</p> <p>Action: GP to send Governor Details Forms to AH and TO to complete.</p>	GP / AH / TO
14.3	<p>Governor Training/Training Plan</p> <p>This had been discussed at the recent Performance and Standards Committee meeting.</p>	
14.4	<p>Governor Monitoring Visits</p> <p>JF had attended a safeguarding meeting with SN. The Anti Bullying audit had been updated and Prevent had been discussed, amongst other things. The single central record had been checked and signed.</p> <p>CGM had completed an e-safety monitoring visit and her report was on GovernorHub for Governors to view.</p> <p>GSP had attended the school enrichment morning, and had written a report that he agreed to post on GovernorHub. GSP noted that he had witnessed very good teamwork across the year groups.</p> <p>AH had dropped in to see the pupils lining up at the end of break time and going back to their classrooms. She commented that the pupils had been very well behaved. She would draft a visit report and post it on GovernorHub.</p> <p>JF has a SEND book scrutiny planned for next week.</p> <p>Action: Governors to post visit reports on GovernorHub, once drafted and approved.</p>	GSP / AH / JF
14.5	<p>Governor Communication with Stakeholders/Community</p> <p>Nothing to report.</p>	
14.6	<p>Foundation Governors' Update</p> <p>AH explained that she had considered, and had some ideas in relation to the school vision in the context of Christianity. She spoke in detail about ideas that she had that involve biblical stories and analogies (such as the lost sheep) and how they could link to and influence school values. AH and JF confirmed that this links to a new SIAMS requirement. AH spoke about successful approaches to values that she has seen or heard about at other schools, but acknowledged fewer schools appear to have decided on a school vision.</p> <p>SN suggested that the proposed meetings with stakeholders could address this point, which could feed into the school vision. Governors discussed the concept of the school vision.</p>	
15.	Items from Staff and School Council	

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	<p>Staff – nothing to report.</p> <p>School Council – nothing to report.</p> <p>There will be a school bake off at the end of term on 5th April. CT and TO agreed to attend to judge.</p>	
16.	<p>Dates of 2018-19 LGB meetings:</p> <p>The remaining meeting dates for 2018-19 are: 15th May 2019 26th June 2019</p> <p>Matters to discuss at the next LGB meeting:</p> <ul style="list-style-type: none"> • GovernorHub – Action: GP to review the content of the Freeland GovernorHub pages before the next meeting. Completed. • Headteacher Performance Review Report • Joe Lambert to attend the meeting to talk about maths <p>The date of the next Resources Committee meeting is 15th May 2019.</p> <p>The date of the next Performance and Standards Committee meeting is 30th April 2019.</p>	GP

The meeting closed at 8.05pm.

GP: 20th March 2019

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