



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 19th November 2019, at 6.30pm, at the School

Attendance: Sarah Nickelson **(SN)** (Headteacher), Janet Faulkner **(JF)** (Foundation), Catrin Mezour **(CGM)** (Parent), Alice Harden **(AH)** (Foundation), Penny McCarthy **(PM)** (Staff), Jane Lench **(JL)** (Staff), Matthew Coolin **(MC)** (Director Appointed) and Toby O'Neil **(TO)** (Parent) (Chair).

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

The meeting was quorate and was opened at 6.40pm.

Item	Item title	Action/ Who/ By when
1.	Apologies for absence and welcome The Chair welcomed all to the meeting. Apologies had been received, and were accepted, from Caroline Taylor (CT) (Director Appointed) and Catrin Moore (CM) (Parent) (Vice Chair).	
2.	Declarations of any business or pecuniary interests None to declare in relation to the agenda items. Action: CT to complete pecuniary interest form and bring to the next LGB meeting.	CT
3.	Approval of Minutes of LGB meeting held on 24th September 2019 Actions not referred to from the previous minutes have been completed. The Chair spoke briefly about the SEND report (see minute 8 below). The Minutes of the meeting on 24 th September 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. Action: GP to send pdf minutes to the school office to publish on the website. Completed.	GP
4.	Matters arising, not on agenda Nothing to report.	
	SCHOOL IMPROVEMENT	

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5.	<p>Headteacher's Report</p> <p>The report was available to view on GovernorHub before the meeting. SN invited questions from Governors.</p> <p>Q. Governors asked whether the pupils that had joined the school recently had come from the new Hanborough housing developments.</p> <p>A. SN confirmed that a few were from Freeland, but most had come from the Hanborough Gate development.</p> <p>Governors agreed that they do not require detailed information relating to numbers of pupils joining the school, as the school is close to capacity, so this item can be removed from the headteacher's report.</p> <p>SN spoke briefly about the proposed expansion of Hanborough Manor School, which proposes 45 pupil intakes (see minute 12 below).</p> <p>Governors noted that attendance has improved.</p> <p>The number of pupils on the SEND register has increased, and SN informed Governors that another pupil would be added to the register later this week, taking the number on the register to 13. The school's 'cause for concern' system is working well to ensure that pupils are added to the register, should they need to be.</p> <p><u>Safeguarding</u> – nothing to report.</p> <p><u>Health and Safety</u> – The report mentioned two incidents, one involving a pupil and one involving a member of staff. The pupil had fallen over and sustained several injuries. The member of staff had tripped up steps and sustained a facial injury. SN assured Governors that the incidents did not occur due to on-going health and safety issues.</p> <p>Q. Governors queried how accidents that happen during school swimming lessons are reported and recorded.</p> <p>A. SN said that she would expect school staff to notice if a child has had an accident during swimming lessons and report it to parents. However, if staff members are assisting other children and do not witness an incident, it is the responsibility of the swimming teachers to report back to staff.</p> <p><u>Data protection</u> – there was a near miss data breach in relation to a document that had printed to the wrong printer. SN confirmed that it was due to human error. The school is purchasing a new photocopier/printer that should help to prevent such incidents occurring.</p> <p>SN invited Governors to the afternoon performance of 'Lights, Camels, Action 2' on 11th December. Governors commented positively on the number of events that take place at the school, or that involve pupils. However, Governors agreed that the section of the report that lists the events could be removed from the report in future, should SN wish to do so, as the events are detailed in the school newsletters that Governors receive.</p>	
6.	<p>School Development</p> <p><u>SDP/SEF</u> – The documents are available on GovernorHub.</p> <p>Governors had met Sarah Kerswell to discuss the most effective approach to</p>	

	<p>monitoring the SDP. CGM read out notes from that meeting. Sarah Kerswell had suggested that Governors try to meet up and/or communicate between meetings to discuss monitoring. Governors considered which of Office 365 or GovernorHub would be the better platform on which to hold online discussions. Governors noted that both are GDPR compliant. Governors agreed that GovernorHub could be trialled for this purpose.</p> <p>Governors spoke about how they should allocate responsibilities in relation to SDP monitoring. SN suggested that Governors' primary focus could be on one strand of the SDP. She suggested the school curriculum, which requires a significant amount of work. She suggested that school subject leaders might find a Governor 'buddy' helpful, who will work with them throughout the year in relation to their particular curriculum area of responsibility. Governors could visit the school to meet the subject leads and discuss proposals, actions and progress in relation to their particular curriculum area. Governors agreed with the suggested approach. English and mathematics are considering regularly at the Assessment Point meetings (CM and TO attend these) and Performance and Standards Committee meetings. Governors spoke about other curriculum areas including art, DT, history and geography. These subjects are taught at present, but Governors could help to implement a process of monitoring pupil progress and learning sequencing in relation to these areas throughout the school.</p> <p>Governors agreed that the curriculum Governor leads would be:</p> <p>English and Maths – TO and CM History – AH (Penny and Tracy are staff leads) Geography – TO (Joe is staff lead) Science – MC (Tracy is staff lead) DT/Art – AH (Penny and Tracy are staff leads) Music – JF (Lily is staff lead) Computing – TO (Joe is staff lead) RE – CT (Donna is staff lead) Modern Foreign Languages – CGM (Tasmin is staff lead) PHSE – JF (SN is staff lead) PE – CT (Tasmin is staff lead)</p> <p>Governors agreed that they should aim to meet and/or communicate with the relevant staff leads a minimum of three times each school year. Governors spoke about using Ofsted 'deep dive' questions as a basis for meetings.</p> <p>Action: SN would email the intents that staff leads have written for their subject areas to Governors to review before meetings commence next term. Completed.</p> <p>School Vision/Three Year Plan – This would be discussed at the next Performance and Standards Committee meeting.</p>	SN/All
7.	<p>Budget Review</p> <p>This had been discussed at the Resources Committee meeting held before the LGB meeting.</p>	
8.	<p>SEND Report</p> <p>The SEND report had been sent to TO, JF and SN last week, but they had not yet been able to review it in depth. It would be discussed at the next Performance and Standards Committee meeting.</p>	

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	Action: add SEND report to next Performance and Standards Committee agenda.	SN / CM
9.	<p>Pupil Premium/Sports Funding</p> <p>PM had met CT a few weeks ago to consider the Pupil Premium Report. The Report had been finalised and was available on GovernorHub before the meeting for Governors to view. Governors approved the report, subject to PM removing a paragraph that is repeated on the first page. PM confirmed that Forest School is going well.</p> <p>Q. Governors asked which staff members carry out booster sessions. A. PM stated that PM, SN and Joe, along with Lily, had shared the responsibility last year and this would continue.</p> <p>Q. Governors asked if the monitoring schedule is manageable for staff. A. PM confirmed that it is.</p>	
10.	<p>Governor Leads</p> <p>Following Glen Pascoe's resignation, there were two lead Governor vacancies and vacancies on two sub committees.</p> <p>Subject to her agreement, CT was appointed as health and safety lead, as it aligns with her position as Chair of the Resources Committee. Governors proposed that MC took on the pupil premium lead. MC was appointed as whistleblowing lead and pupil premium lead.</p> <p>MC joined the Pay Appeal Committee. CM joined the Staff Dismissal Appeal Committee.</p> <p>Action: GP to update the governor leads document and the governor leads section in the website interests document, and send the updated website document to SN to add to the school website. Completed.</p> <p>SN to ensure that staff are aware that MC is the whistleblowing lead.</p>	<p>CT</p> <p>GP</p> <p>SN</p>
11.	<p>Committee Reports</p> <p>11.1 Performance and Standards Committee – a meeting had not been held since the last LGB meeting.</p> <p>The date of the next Performance and Standards Committee meeting is 3rd December 2019</p> <p>11.2 Resources Committee – a meeting was held before the LGB meeting. The Committee had discussed:</p> <ul style="list-style-type: none"> • Risk assessments. • The school budget, which included a discussion around whether comments could be included in the budget reports, whether there should be a budget sub committee and whether some Governors could attend the meetings held with the EPA finance team. • Staffing updates, including cover for the Ignite Breakfast Club vacancy. <p>The date of the next Resources Committee meeting is 28th January 2020.</p>	
12.	EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)	

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	<p>SN had sent Governors an email relating to the proposed expansion of Hanborough Manor Primary School. Governors could put forward a response if they would like to. Governors spoke about this matter, in relation to the possibility that fewer pupils would come to Freeland if there were more spaces at Hanborough Manor. It was pointed out that, although the school is taking many pupils from the new Hanborough housing developments, it has not received any of the available funding from the developers. However, Governors noted that there is a new development on the edge of Freeland, which should be in the Freeland catchment area. SN reiterated that the school has 144 pupils at present and the maximum number of pupils the school can take is 154. SN said that she is concerned that the local primary schools will fill up resulting in some pupils being unable to secure a place at their local school.</p> <p>SN reported that Sarah Kerswell has left the EPA, so Ros Avery and James Bird are acting CEOs. The recruitment process for a new CEO starts tomorrow morning. There are two shortlisted applicants. Trustees are meeting next week to discuss the future of the MAT. A merger has been suggested, but there is a working group of trustees who are looking into what is the best course of action for the MAT.</p> <p>SN said that Sarah Kerswell had been working with the trustees to align school learning hours across the EPA. SN had published the proposals from the EPA on GovernorHub. If the proposal goes ahead, the school would need to take away five minutes from the school day.</p>	
13.	<p>Policies – for approval/adoption</p> <p>All policies were available to view on GovernorHub before the meeting.</p> <p><i>Admissions Policy</i> – the policy had not changed since it was last approved. Governors noted that OCC deals with admissions on behalf of the school.</p> <p><i>Emergency Discretion and Special Leave Policy</i> – this relates to school staff and is an EPA policy.</p> <p><i>E-Safety Policy</i> – Governors suggested that a statement about Governors’ use of school email addresses is added. SN agreed to do that. SN would also add in the name of the relevant regulations relating to disposal of electrical goods. Also, Governors need to sign the Acceptable Use Agreement again.</p> <p>Action: GP to add signing of Acceptable Use Agreement to the next LGB agenda. Completed.</p> <p><i>Safeguarding and Child Protection Policy</i> - this is an EPA policy.</p> <p>Subject to suggested amendments detailed above, Governors approved the policies.</p>	<p>SN</p> <p>GP</p>
14.	GOVERNING BODY MATTERS	
14.1	<p>DBS/Section 128 Checks</p> <p>All Governors have been DBS/Section 128 checked.</p>	
14.2	<p>Governor Vacancies/Terms of Office Ending</p> <p>There are currently three Director Appointed Governor vacancies and two Parent Governor vacancies.</p>	

	<p>One person has expressed an interest in becoming a Governor. However, there were no responses to a recent parent governor advertisement.</p> <p>Action: TO to contact the interested party about becoming a Governor.</p> <p>Action: SN to place an advert in the Grapevine.</p> <p>Governors spoke about possible ways to recruit more Governors to the board. SN suggested that she could add the governors' presentation (shown at the Meet the Teachers event) to the school website, which might encourage people to become Governors.</p>	<p>TO</p> <p>SN</p>
14.3	<p>Governor Training/Training Plan</p> <p>CT, CM, MC and TO attended safeguarding training.</p> <p>MC attended 'Becoming an Effective Governor' training through the Diocese training programme.</p> <p>Action: CT to complete Prevent training, if not already completed.</p>	CT
14.4	<p>Governor Monitoring Visits</p> <p>CT has visited PM and TL, but the report is not yet on GovernorHub.</p>	
14.5	<p>Governor Communication with Stakeholders/Community</p> <p>Nothing to report.</p>	
14.6	<p>Foundation Governors' Update</p> <p>AH reported that she had met SN and Donna Keeber to discuss the SIAMS schedule. They had agreed that they would like to focus on one SIAMS strand per Governors' meeting (Performance and Standards or LGB). Donna would prepare a document for Governors to read before a meeting, which would be published on GovernorHub.</p>	
14.7	<p>Data Protection</p> <p>Nothing to report – this would be removed from agendas in future as it is covered under the Headteacher's report/update item.</p>	GP
15.	<p>Items from Staff and School Council</p> <p>Staff – nothing to report.</p> <p>School Council – SN informed Governors that the School Council had prepared a questionnaire for pupils. It contained questions about the school curriculum that has been covered during the autumn term and what the School Council could do to make the school a better place.</p> <p>SN reported that the vast majority of pupils stated that they enjoy the curriculum. There were no negative responses. SN read out some of the comments that the pupils had given.</p> <p>The School Council had agreed that, this year, they would focus on improving the school library, reducing waste and looking after the school environment. SN said that they had decided to look into whether local businesses could contribute towards an additional space, such as a cabin, where interventions and nurture could take place and the library could be situated. The School Council would draft a letter to send to local businesses. Governors spoke about</p>	

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	<p>potential sources of funding, such as Blenheim and other local trusts and organisations.</p> <p>Q. Governors asked where the outbuilding would be situated. A. SN said that it could be situated by the green building, on the field, which is an area that is not used at the moment.</p> <p>Governors said that they were very impressed with the work that the School Council had carried out and thanked the pupils involved and SN for their hard work.</p>	
16.	<p>Dates of 2019-20 LGB meetings: 28 January 2020 17 March 2020 12 May 2020 23 June 2020</p> <p>Matters to discuss at the next LGB meeting:</p> <ul style="list-style-type: none"> • Headteacher's Update • Report from the Designated Teacher for Looked After Children <p>The date of the next Resources Committee meeting is 28th January 2020.</p> <p>The date of the next Performance and Standards Committee meeting is 3rd December 2019.</p>	

The meeting closed at 8.20pm.

GP: 19th November 2019

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