



Eynsham Partnership Academy
 A charitable limited company
 Registered in England & Wales.
 Company number: 07939655

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 29th January 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)*, Catrin Moore (**CM**) Parent (Vice Chair)*, Penny McCarthy (**PM**) (Staff), Glen Pascoe (**GSP**) (Parent) and Toby O’Neil (**TO**) (Parent) (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.	<p>Apologies for absence and welcome</p> <p>The Chair welcomed all to the meeting.</p>	
2.	<p>Declarations of any business or pecuniary interests</p> <p>None to declare in relation to the agenda items.</p> <p>Governors had been asked to complete EPA pecuniary interest forms to file at the school.</p> <p>Action: All Governors who have not completed a pecuniary interest form, please complete a form and return to the Clerk, bring it to the next meeting or drop it in at the school office.</p>	All
3.	<p>Approval of Minutes of LGB meeting held on 21st November 2018</p> <p>Actions not referred to from the previous minutes have been completed.</p> <p>JF, CGM and CT confirmed that they had attended data protection training at Bartholomew School. Governors agreed that there was no need, at present, to hold a meeting to discuss data protection.</p> <p>CGM had not received responses to her requests for the Governor visit spreadsheet.</p> <p>Action: All Governors to send visit dates and details to CGM.</p> <p><i>*AH joined the meeting at 6.42pm.</i></p> <p>Action: GSP and TO to complete Channel Awareness training.</p>	All GSP/TO

Chair of Governors: Date:

	<p>TO confirmed that he is in contact with someone who is interested in becoming a Governor and would keep Governors up to date on progress made.</p> <p>Action: GP to resend Governor Details form to PM to complete. PM to complete form and return to GP. Completed.</p> <p>Action: GP to contact Governor Services about the skills audit format. Completed.</p> <p>The Minutes were agreed to be a true and accurate record of the 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>PM</p> <p>GP</p> <p>GP</p>
4.	<p>Matters arising, not on agenda</p> <p>Nothing to report.</p>	
	<p>SCHOOL IMPROVEMENT</p>	
5.	<p>Headteacher's Report (to include safeguarding/health and safety update)</p> <p>The report was available to view on GovernorHub before the meeting.</p> <p>SN reported that eight pupils have joined the school since the last LGB meeting. Two more pupils will join by the end of April. Governors noted that the increase in numbers is a positive development, and went on to discuss the impact of new pupils joining the school after Foundation class.</p> <p>Q. Governors asked if the school knows how many pupils will be in the Foundation class intake for September 2019. A. SN stated that she is not sure how many will be in that intake, but would update Governors once she knows.</p> <p>SN told Governors that attendance figures have improved. Part of this improvement is attributable to better engagement with parents.</p> <p>The number on the pupil premium register has increased from five pupils in September to fourteen at present. The school would not receive funding for all of those pupils until the 2020-21 school year due to the differing times at which they joined. However, part of the funding would be received in the 2019-20 school year.</p> <p>Training had been held on dyslexia support for staff. Parents had been involved as well.</p> <p>SN's report detailed a couple of 'near misses' in relation to data protection. SN assured Governors that no confidential or sensitive information had been disclosed. Governors agreed that the school should continue to record and report such incidents.</p> <p>Governors spoke about the recent SEND coffee morning. Governors suggested targeting parents that the coffee morning is aimed at to increase attendance. SN agreed that she would try to do that, but stated that it can be difficult to engage all parents.</p> <p>There had been a bullying incident at the school. SN reassured Governors that it</p>	

	<p>was a minor incident and had been dealt with satisfactorily, but the school would continue to monitor the situation. SN informed Governors how the school monitors such incidents, which includes informing staff so that they can keep an eye on pupils involved and, if appropriate, involving play leaders. SN assured Governors that, if an incident occurs, she logs it, staff speak with pupils involved (and their parents, if necessary) and pupils fill out reflection forms. Governors acknowledged that bullying involves repeated targeting and recurring incidents.</p> <p>There were no safeguarding or health and safety matters to report.</p>	
6.	<p>School Development – SDP/SEF 2018-19</p> <p>The SDP and SEF were available on GovernorHub before the meeting.</p> <p>SDP – the Performance and Standards Committee had discussed this at their recent meeting. Governors confirmed that all is on track.</p> <p>SEF – SN confirmed that this would be considered in detail at the March Performance and Standards Committee meeting.</p>	
7.	<p>Pupil Premium Update</p> <p>Governors had noted the increase in pupil premium numbers at the school (see minute 5).</p> <p>Two guinea pigs had been purchased using pupil premium funds, to be kept as school pets.</p> <p>Q. Governors asked what the school hoped to achieve by keeping the guinea pigs.</p> <p>A. PM explained that the aims revolve around responsibility and developing self-esteem for targeted pupils. It is therapeutic to interact with and care for animals. PM confirmed that there would be rotation of the pupils involved in caring for the school pets .SN stated that staff wellbeing has also improved since the guinea pigs arrived.</p>	
8.	<p>GDPR Update</p> <p>See minute 5 above.</p> <p>SN confirmed that staff attended training at Bartholomew School. Data protection has been added as a standing item on staff meeting agendas. Staff received training on how to encrypt documents. Governors spoke about IT issues that have arisen around GDPR, including issues relating to the encryption of memory sticks.</p>	
9.	<p>Parent Questionnaire Results</p> <p>These were available to view before the meeting. The school had received forty four responses. Overall, feedback had been very encouraging.</p> <p>SN had analysed the results for Governors, so that they could see the percentage of parents that had chosen each response to each question. Governors acknowledged that a significant majority of comments are very positive. However, Governors also took time to reflect on any instances where parents had expressed views that were not as positive and, as the responses</p>	

Chair of Governors: Date:

are anonymous, considered the possible context of those views.

**CM joined the meeting at 7.11pm.*

Governors spoke about the 'unable to comment' responses to questions and why those might have been chosen. Governors also spoke about the 5% of parents who had stated that they disagree that their child is happy at the school. SN said that answer does concern her but she does not know which pupil it relates to, as she is not aware of any such parental concerns. SN and PM assured Governors that the school is reaching out to parents to engage them so they feel that they can approach staff about any concerns they have, should they need to. SN said that she had added a statement in the newsletter informing parents that they are very welcome to come and discuss any concerns they have with her. Governors considered how future questionnaires could be worded to extract more information in relation negative answers, and whether that would be desirable and helpful. Governors also spoke about how, despite the fact that the staff do all they can to ensure that the school offers a caring and safe environment, there must be some parental responsibility involved where children are not happy at school or do not feel safe at school.

Governors discussed a comment received that related to fire safety at Freefest. Governors suggested that such comments should be relayed to event organisers.

The results showed that 9% of parents who responded disagree that their child receives an appropriate amount of homework. SN explained that she is attempting to address that. However, Governors noted that there had been a greater number of responses that indicate that parents are happy with the amount of homework that their child is given. Governors also spoke about the school's preferences in relation to marking and feedback for pupils. SN said that she appreciates that marking can be time consuming, but it helps to develop a fantastic dialogue between staff and pupils and has played an important role in raising standards at the school. Governors also discussed how feedback is given and how pupils use it to improve subsequent pieces of work. Governors recognised that the marking scheme used by the school is effective in relation to pupils' attainment, assists Governors with their monitoring visits and helps to maintain a consistent approach to assessment across the school.

Q. Governors asked if there was anything in the feedback in the questionnaires that surprised SN.

A. SN confirmed that there was nothing that surprised her. She said that she was pleased with how positive the responses had been. SN said that it was frustrating that parental skills that had been listed on some responses (which were interesting and varied) could not be traced back to parents. Governors spoke about the possibility of asking these parents to come forward if they would like to. SN had already placed a paragraph about this in the school newsletter.

Following their consideration of the questionnaire results, Governors spoke about positive parental engagement at the school and how that could be used to help the school to raise funds. Governors agreed that fundraising should be targeted towards luxuries for the school, rather than day-to-day items.

Governors also discussed social media as a platform on which parental views and concerns are voiced. Governors acknowledged that it is very likely that this will continue to happen.

	<p>Governors also spoke about the school website and how frequently that is updated. SN confirmed that Kate is now able to update the website and class pages are updated more regularly than they had been in the past. Governors also said that the information that is available on the website could be publicised in the school newsletter: for example, by drawing parents' attention to a certain aspect of the website on each newsletter.</p>	
10.	Committee Reports	
10.1	<p>Performance and Standards Committee – a meeting was held on 16th January. The minutes were on GovernorHub. CM reported that:</p> <ul style="list-style-type: none"> • The Committee had discussed the SDP and related actions. • Pixl resources were discussed. • Governors spoke about the consistency of some historical KS1 assessments. The way that assessment was carried out at KS1 in the past has impacted subsequently on the school's results relating to assessment and progress at the end of KS2. Governors had assured themselves that the school is now far more rigorous in relation to assessments, monitoring and review. • Staff are completing more Early Help Assessments for pupil premium, vulnerable and SEND pupils. The school is engaging with parents about these. The Assessments do impact on staff time, but this is balanced out by the positive impact of completing the assessments. Staff involved in a pupil's education are made aware of that pupil's individual needs, which were identified by the Assessment. • Governors had analysed Assessment Point 1 data. <p>The date of the next meeting is 5th March 2019.</p>	
10.2	<p>Resources Committee – a meeting was held before the LGB meeting. CT reported that:</p> <ul style="list-style-type: none"> • The dishwasher problem has now been sorted with a replacement. • The issues regarding trees on and around the school site have been dealt with satisfactorily. • The budget is on GovernorHub. It is healthy, despite some unexpected costs, such as a replacement boiler and the dishwasher. Governors spoke about asking Ros from the EPA to attend the next meeting to speak to Governors about the budget. • The permanent deputy head role is being advertised. • Governors discussed a meeting SN and TO had attended with a housing development company. • The lease agreement with the preschool is almost ready to sign, subject to the addition of a clause relating to the preschool building. Governors also spoke about how the building costs are shared between the school and preschool. • The school society is going to apply for a grant from Blenheim Palace to renovate the green building in the school grounds. <p>The date of the next meeting is 20th March 2019.</p>	
10.3	<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>	SN/GSP
11.	EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)	

	<p>SN confirmed that the EPA is advertising for a permanent CEO.</p> <p>TO confirmed that the scheme of delegation that Freeland has in place is the same as the scheme that was initially put in place when the EPA was formed, so is consistent with what the EPA wishes member schools to have. The scheme of delegation is on GovernorHub, should Governors wish to view it, under the October 2018 LGB meeting tab.</p>	
12.	<p>Policies – for approval/adoption</p> <p>There were no policies to review.</p>	
13.	GOVERNING BODY MATTERS	
13.1	<p>DBS Checks</p> <p>All Governors have been DBS checked.</p>	
13.2	<p>Governor Vacancies/Terms of Office Ending</p> <p>There are currently four Director Appointed Governor vacancies and one Parent Governor vacancy.</p> <p>See minute 3 above in relation to a possible new Governor.</p> <p>The terms of office of TO and AH end on 25th March 2019. AH confirmed that she has emailed David at the PCC to draw his attention to the fact that her term of office is due to end shortly, and he had confirmed that the PCC is going to consider this before the 25th March.</p> <p>Action: A notice for parent governor nominations must be sent out before TO's term of office ends.</p>	SN
13.3	<p>Governor Training/Training Plan</p> <p>AH and JF have booked to attend SIAMS training on 6th February.</p> <p>CT, CGM and JF attended the staff data protection training at Bartholomew (see minute 3 above). They confirmed that they do not believe that the training had flagged anything that the school does not have in place in relation to GDPR.</p>	
13.4	<p>Governor Monitoring Visits</p> <p>CT and JF had visited Joe and Tamsin on 27 November to discuss staff development and training/CPD.</p> <p>AH and JF had visited the school on 4 December to watch PHSE collective worship sessions, led by Mrs Tacon and Mr Lambert. The report relating to this visit was available on GovernorHub before this meeting.</p> <p>TO and CM had visited the school to discuss Assessment Point 1 data before Christmas.</p> <p>JF and AH are going to visit the school on 30th January to observe a Wednesday collective worship session.</p>	
13.5	Governor Communication with Stakeholders/Community	

Chair of Governors: Date:

	Nothing to report.	
13.6	Foundation Governors' Update Nothing to report.	
14.	Items from Staff and School Council Staff – nothing to report. School Council – nothing to report. SN asked if any of the Governors would like to visit the school on the morning of World Book Day, which will be held on 1 st March. Governors can read an extract from a book to pupils. Pupils and staff to dress as book characters. JF, AH and CT had volunteered to judge 'Freeland's Got Talent' on 8 th February.	
14.	Dates of 2018-19 LGB meetings: The remaining meeting dates for 2018-19 are: 20th March 2019 15th May 2019 26th June 2019 Matters to discuss at the next LGB meeting: <ul style="list-style-type: none"> • Annual Report from the Designated Teacher for Looked After Children (no report required if there are no LAC) • Pupil premium and sports funding update The date of the next Resources Committee meeting is 20 th March 2019. The date of the next Performance and Standards Committee meeting is 5 th March 2019.	

The meeting closed at 8.10pm.

GP: 29th January 2019

Chair of Governors: Date: