



# 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 21<sup>st</sup> November 2018, 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) 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><b>Apologies for absence and welcome</b></p> <p>The Chair welcomed all to the meeting. Apologies for absence were received and accepted from Catrin Moore <b>(CM)</b> Parent (Vice Chair). Apologies had not been received from Glen Pascoe <b>(GSP)</b> (Parent).</p>	
2.	<p><b>Declarations of any business or pecuniary interests</b></p> <p>None to declare in relation to the agenda items.</p> <p>Governors had been asked to complete EPA pecuniary interest forms and bring them to the meeting to file at the school. AH handed a completed form to SN to file.</p> <p><b>Action: All Governors who have not completed a pecuniary interest form, please complete a form and bring it to the next meeting or drop it in at the school office (GSP/CM, if a form has not been completed since September 2018).</b></p>	All
3.	<p><b>Approval of Minutes of LGB meeting held on 3<sup>rd</sup> October 2018</b></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><b>Action: GP to send minutes to the school office to publish on the website. Completed.</b></p> <p>Actions not referred to from the previous minutes have been completed.</p> <p><b>Action: GSP to draft paragraph for school newsletter regarding Buildings Committee.</b></p>	GP    GSP

Chair of Governors: ..... Date: .....

	<p><b>Action: Add relevant aims arising from the Governor Healthcheck to the Governor section of the SDP.</b></p> <p><b>Action: Governors to arrange meeting to discuss data protection/privacy statement.</b></p> <p>SN stated that she had sent the E-Safety Policy to the school Data Protection Officer who, in turn, confirmed that it is fit for purpose and adheres to all relevant criteria.</p> <p>AH and JF are considering the use of the school logo across the school. This is an on-going action. SN agreed that she would add it to school correspondence. Governors suggested that they could approach the Freeland Craft Club to create a piece of work relating to the logo.</p>	<p>SN/TO</p> <p>TO</p>
<p><b>4.</b></p>	<p><b>Matters arising, not on agenda</b></p> <p>A request had been made to discuss timekeeping at meetings. The last Performance and Standards meeting had over-run. Governors suggested that there should be timings on the Committee agendas, and that meetings should ideally not be longer than two hours.</p> <p>The Clerk explained that she might not be able to attend the next LGB meeting, which is scheduled for the 30<sup>th</sup> January 2019. Governors agreed that the next Resources and LGB meetings could be moved to the 29<sup>th</sup> January 2019, at the normal times.</p> <p>Governors suggested that there should be a skills audit before new Governors are appointed.</p> <p><b>Action: The Clerk agreed to find a document that would help with this.</b></p>	<p>GP</p>
	<p><b>SCHOOL IMPROVEMENT</b></p>	
<p><b>5.</b></p>	<p><b>Headteacher's Report (to include safeguarding/health and safety update)</b></p> <p>The report was available to view on GovernorHub before the meeting.</p> <p>SN reported that numbers are increasing. Years 5 and 6 are at capacity, but there is still space in Foundation and KS1 classes.</p> <p>Attendance figures are improving, and have shown some improvement on the figures from this point last year. Unauthorised absence figures are looking more positive. It is apparent that parents are increasingly in agreement with the school regarding its approach to non-attendance and unauthorised absence. Good attendance has been celebrated half termly with a certificate given at the end of each full term. SN told Governors that she had carried out a home visit last week, which shows that there is an improvement in parental engagement. She had sent six attendance letters out, which is done where pupils' attendance drops below 90%.</p> <p>Pupil premium numbers have increased to ten, although the school will receive the increased funding during the next school year.</p> <p><b>Q.</b> Governors asked about the EAL children at the school, and what criteria must be fulfilled for pupils to be classed as EAL.</p> <p><b>A.</b> SN explained that parents inform the school if their child speaks English as an additional language. SN also confirmed that is the only criterion that must be</p>	

	<p>met. EAL pupils are treated as a group in the context of school data.</p> <p><b>Q.</b> Governors asked how popular the Harvest festival and Remembrance Prayer Shack events had been.</p> <p><b>A.</b> SN said that the harvest festival was a success. SN explained that, due to time restraints, the Shack hadn't been open enough for the remembrance activities. This will be repeated next year using the resources.</p> <p>SN informed Governors that Angela Brame is off work at present and will return after Christmas. PM and SN would deal with any SEND matters during that time. JF had been informed of the current situation, and had agreed to assist SN and PM if necessary.</p> <p>James Bird (EPA School Improvement Officer) had carried out a monitoring visit earlier today, which went very well. Teachers received positive feedback and SN said that she felt very proud to show him pupils' work in books.</p>	
<p><b>6.</b></p>	<p><b>School Development – SDP/SEF 2018-19</b></p> <p>The SDP and SEF had been placed on GovernorHub before the meeting.</p> <p><b>SDP</b> - SN has reviewed the SDP and confirmed that the school is on track to achieve targets. A lot of work has been completed this term towards achieving targets. SN confirmed that the questionnaire has been distributed to parents. The deadline for responses is Friday 23<sup>rd</sup> November. SN indicated that there has been a greater response so far than in previous years. Reminders have been sent by ParentMail and included in the school newsletter. SN reassured Governors that there is nothing in the SDP that she is concerned about and will not be achieved by the relevant deadline.</p> <p>Governors have planned their subject related monitoring visits. SN asked if they could send her the dates so that she is aware of when Governors plan to visit the school, so that she can ensure there are no clashes and no days or weeks that are too busy.</p> <p><b>Action: CGM volunteered to create a spreadsheet detailing Governors visits. All Governors to send visit dates to CGM.</b></p> <p><b>Q.</b> Governors asked about plans for teaching pupils about other religions at the school.</p> <p><b>A.</b> SN reported that:</p> <ul style="list-style-type: none"> <li>• There had been a fantastic celebration about Diwali at the school with a Banghra Dance workshop for all classes.</li> <li>• A visitor is coming in next Thursday to speak to KS2 about Islam. There would be a focus on prayer during that visit.</li> <li>• Pupils in years 4 and 5 have had a lesson on prayer from the Reverend Sue and have visited St Mary's church to meet with Reverend David.</li> <li>• There would be a visit to a Hindu temple next year.</li> <li>• A lady who works for a Sri Lanka based charity had visited the school and spoken about the different faiths in that country.</li> </ul> <p>PM and SN confirmed that pupils ask very interesting questions during these sessions. Governors spoke about how hearing about Christianity in other countries helps to reinforce the fact that it is a worldwide faith.</p> <p><b>SEF –</b></p> <p><b>Q.</b> Governors asked about how the strength of pupils' work in books could be reflected in this document, and why it was not included in the school's</p>	<p><b>All</b></p>

	<p>strengths in the teaching and learning section.</p> <p><b>A.</b> SN confirmed that books are mentioned in the SEF, but acknowledged that the wording could be altered to reinforce that fact. SN agreed to include wording relating to the school’s high expectations, how differentiation is evident from the books and how presentation in books is excellent.</p> <p><b>Action: SN to amend the SEF to reflect the points discussed about pupils’ work in books and strengthen wording used in this respect.</b></p> <p>SN explained that she was considering the use of photographs and quotes in the SEF to evidence the attitude of pupils and the excellent work produced at the school. Governors discussed whether they should have a meeting at which they could discuss how the wording in the SEF could or might be altered.</p> <p><b>Action: Discussion of the SEF to be added to the agenda for the Performance and Standards Committee on 5<sup>th</sup> March.</b></p> <p>Governors also acknowledged that feedback from the EPA had said that the school is a ‘beacon’ for other schools in the partnership. Governors thanked SN and the other staff for their continuing hard work.</p>	<p>SN</p> <p>CM/SN</p>
<p><b>7.</b></p>	<p><b>SEND Report</b></p> <p>The Report had been available to view on GovernorHub before the meeting.</p> <p>SN explained that it is a statutory document that must be published on the website. It is updated each year to reflect current circumstances at the school.</p> <p><b>Q.</b> Governors queried the phrase ‘diagnostic marking issues’ and whether this could be used to prove that SEND pupils are making accelerated progress.</p> <p><b>A.</b> SN and PM agreed that it could.</p> <p>Governors spoke about the impact of interventions. They commented that it is a mixed picture with regard to outcomes for pupils. SN said that the SDP picks up on this area and reiterates the fact that the school would like to improve the consistency of SEND pupil progress. JF confirmed that she would continue to focus on this area in her Lead Governor role. However, Governors commented that, in certain circumstances, a great deal of progress being made by SEND pupils, which is very encouraging and demonstrates that SEND pupils can and do make accelerated progress at the school. Governors suggested that there could be a statement about how pupils progress, in that they can plateau at times and how maturity can have an impact on progress. Governors also recommended that there should be some commentary on the tables used in the document, in light of the fact that it would be published on the website.</p> <p><b>Action: SN and PM to amend the document in accordance with the discussion at this meeting, before it is published on the website.</b></p> <p>Governors <b>approved</b> the SEND Report subject to the suggested amendments being made.</p>	<p>SN/PM</p>
<p><b>8.</b></p>	<p><b>GDPR Update</b></p> <p>Darren, the school’s Data Protection Officer, attended the EPA Headteachers’ meeting last week to speak to them about what needs to be put in place at EPA schools to ensure compliance with the GDPR. SN assured Governors that the data protection processes at the school are reasonably advanced when compared to other schools. SN informed Governors that further work has been</p>	

	<p>undertaken in relation to the data protection toolkit.</p> <p>Catherine, the EPA administrative officer, had contacted the school about data protection training. SN had suggested that the Freeland Governors attend EPA staff data protection training. This event is being held on 23<sup>rd</sup> January, between 4.00pm and 5.30pm, and will probably be held at Bartholomew School. Turn It On will lead the training. SN said that she might be able to get someone from Turn It On to attend a Governors' meeting, if Governors feel that they need them to.</p> <p><b>Action: Governors to let SN know whether they can attend the data protection training in January.</b></p>	All
9.	<p><b>Committee Reports</b></p> <p><b>9.1 Performance &amp; Standards Committee – a meeting was held on 7<sup>th</sup> November.</b> It was confirmed that the minutes would be posted on GovernorHub shortly. TO reported that:</p> <ul style="list-style-type: none"> <li>• The headline data report was discussed in some detail. It was acknowledged that the school had done very well. Governors commented on the well-deserved outcomes that the school had achieved.</li> <li>• The school had received a letter from the government acknowledging that it is in the top 3% of schools nationwide for phonics results, and the EPA had recognised that the school is in the top 5% nationwide for progress made at KS2.</li> <li>• Governors had examined samples of work in pupils' books.</li> <li>• Governors had spoken about aims and focus areas of the SDP.</li> </ul> <p>The date of the next meeting is 15<sup>th</sup> January 2019.</p> <p><b>9.2 Resources Committee – a meeting was held before the LGB meeting.</b> CT reported that:</p> <ul style="list-style-type: none"> <li>• The dishwasher in the kitchen has broken again and is going to be repaired.</li> <li>• Trees around the school boundary would be trimmed or removed and the Parish Council has donated £1000 towards this.</li> <li>• The school has entered a community partnership with Blenheim Palace.</li> <li>• Governors spoke about Safe Smart, which can be used to record health and safety visits/incidents, as well as hold training information.</li> <li>• The Condition Improvement Fund (CIF) was discussed. Governors were asked to draft a letter regarding the heating system at the school, which needs to be replaced, which would be submitted along with a letter from SN.</li> </ul> <p><b>Action: Governors to draft a letter to the CIF regarding the heating problems at the school.</b></p> <p>The date of the next meeting is 29<sup>th</sup> January 2019.</p> <p><b>9.3 New Buildings Committee – No update, as there had not been a meeting since the last LGB meeting.</b></p>	TO/CT
10.	<p><b>EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)</b></p> <p>At the last LGB meeting, TO reported that the EPA Chairs had discussed the Schemes of Delegation for member schools and stated that they should be</p>	

Chair of Governors: ..... Date: .....

	<p>consistent across the MAT. The Clerk had found the delegation documents that she had received during the academy conversion process and sent those to TO. TO reported that it did not appear that the delegation documents had altered since they were drafted and distributed at the time of academy conversion. TO explained that the matter is on the agenda for the Chairs' meeting, which is being held this evening, and he would report back on any developments.</p> <p>SN reported that the EPA has decided to carry out a review of school day timings, with the aim of making the 'learning' time in schools more consistent across the partnership. Governors spoke about the fact that the holidays are different in the EPA primary schools and Bartholomew School, and how that can impact on families with children at both EPA primary and secondary schools.</p>	
<b>11.</b>	<p><b>Policies – for approval/adoption</b></p> <p>All relevant policies had been posted on GovernorHub before the meeting.</p> <p><b>Data Protection Policy</b> – SN explained that the Policy had come from Turn It On and she and CGM had examined it. The EPA also recommends that schools adopt this policy. The governing body <b>approved</b> the policy, subject to a reference to a document being added on page 5. Governors commented that, at present, the document should be reviewed on an annual basis.</p> <p>Governors discussed how frequently the school should review data that it holds. They queried what the EPA has recommended in this respect. SN informed Governors that Kate uses a master document to monitor data that needs to be retained, and data that needs to be disposed of, and this is done at regular intervals.</p> <p><b>Safer Recruitment Policy</b> – Governors spoke about the person specification for posts and what that means. SN confirmed that the Policy is practical and is adhered to when recruitment takes place. The governing body <b>approved</b> the policy.</p>	
<b>12.</b>	<b>GOVERNING BODY MATTERS</b>	
<b>12.1</b>	<p><b>DBS Checks</b></p> <p>All Governors have been DBS checked.</p> <p>Governors must complete their Prevent training again. SN recommended that Governors look on Channel Awareness, which is a free website where they can complete training, print off a certificate and drop it in at the school.</p> <p><b>Action: All Governors to complete the Channel Awareness training and bring the certificate to the school.</b></p>	<b>All</b>
<b>12.2</b>	<p><b>Governor Vacancies/Terms of Office Ending</b></p> <p>There are currently four Director Appointed Governor vacancies and one Parent Governor vacancy. TO reported that he had been notified of a person who might be interested in joining the governing body as a Director Appointed Governor and he would follow this up. All acknowledged that it would be helpful if more Governors could be recruited.</p> <p><b>Action: PM to complete Governor Details Form and return to GP.</b></p>	<b>PM</b>

Chair of Governors: ..... Date: .....

	The terms of office of TO and AH end on 25 <sup>th</sup> March 2019.	
<b>12.3</b>	<p><b>Governor Training/Training Plan</b></p> <p>AH has booked onto SIAMS training in February, and JF plans to book onto that course.</p> <p>CT and JF would like to attend the staff data protection training at Bartholomew.</p> <p>TO said that he would like to complete Safer Recruitment training.</p>	
<b>12.4</b>	<p><b>Governor Monitoring Visits</b></p> <p>JF reported that she had met the NQT, who had fed back very positively about her time at the school.</p> <p>JF had met SN to discuss SEND.</p> <p>AH had attended a Collective Worship and the report is on GovernorHub.</p> <p>JF and AH plan to attend collective worship on each school day (i.e., Monday to Friday) over the school year.</p> <p>TO has written up the AP3 report from September, which is now on GovernorHub.</p>	
<b>12.5</b>	<p><b>Governor Communication with Stakeholders/Community</b></p> <p>See minute 9.2 regarding Blenheim.</p> <p>Governors spoke about the hamper they are going to prepare for the Christmas Fair, which is going to be held on 1<sup>st</sup> December.</p> <p><b>Action: CT to collect a luxury item from each Governor for the hamper, and hand in to the school office. All Governors to take their items to CT's house.</b></p>	<b>All</b>
<b>12.6</b>	<p><b>Foundation Governors' Update</b></p> <p>See minute 3 above.</p> <p>AH and JF suggested that SN should pick a 'square' from the ODBE Worship Monitoring Criterion Grid for each act of collective worship that they attend. That way, it should enable AH and JF to obtain a good overview of how collective worship at the school covers each area in the Grid.</p>	
<b>13.</b>	<p><b>Items from Staff and School Council</b></p> <p><b>Staff</b> – JL said that she believes that the TAs need more space in which to carry out interventions. Governors acknowledged that it could be difficult to find appropriate space, especially in a relatively small school and over the winter months. SN said that staff are very creative with the use of the limited space at the school. There are now timetables to book out rooms in advance to help with efficiency.</p> <p><b>School Council</b> – SN explained that the School Council members are looking at how the school can raise funds for their chosen charity. There would be another Freeland's Got Talent competition. Last week was anti-bullying week, so work took place as a result of that. SN confirmed that the E-Safety week would take place in February 2019.</p>	

Chair of Governors: ..... Date: .....

14.	<p><b>Dates of 2018-19 LGB meetings:</b></p> <p>The remaining meeting dates for 2018-19 are:  <b>29<sup>th</sup> January 2019</b>  <b>20<sup>th</sup> March 2019</b>  <b>15<sup>th</sup> May 2019</b>  <b>26<sup>th</sup> June 2019</b></p> <p>Matters to discuss at the next LGB meeting:</p> <ul style="list-style-type: none"> <li>• Pupil premium update</li> </ul> <p>The date of the next Resources Committee meeting is 29<sup>th</sup> January 2019.</p> <p>The date of the next Performance and Standards Committee meeting is 15<sup>th</sup> January 2019.</p>	

*The meeting closed at 8.00pm.*

*GP: 21<sup>st</sup> November 2018*

Chair of Governors: ..... Date: .....