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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 3<sup>rd</sup> October 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), Catrin Moore (**CM**) Parent (Vice Chair), 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 6.40pm.

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 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 meeting to file at the school.</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.</b></p> <p>The Clerk asked Governors to update the website interests document at the meeting.</p> <p><b>Action: Clerk to update electronic version of website interests document and send to the school office. Completed.</b></p>	<p>All</p> <p>GP</p>
3.	<p><b>Approval of Minutes of LGB meeting held on 27<sup>th</sup> June 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</b></p>	<p>GP</p>

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	<p><b>Committee – this is to be discussed in more depth at a future meeting.</b></p> <p><b>Action: Add relevant aims arising from the Governor Healthcheck to the Governor section of the SDP.</b></p> <p><b>Action: SN to ask Data Protection Officer about the E-safety aspects of data protection.</b></p>	<p>SN/TO</p> <p>SN</p>
4.	<p><b>Matters arising, not on agenda</b></p> <p>Governors spoke about the staff questionnaire results, which had been considered at the last LGB meeting. Governors established that they had spoken about this matter in sufficient depth at the last meeting and no further action is required.</p> <p>Governors queried whether SN has any information that could be distributed about the forthcoming open days for Foundation stage new starters. Governors discussed other means by which the school could advertise places.</p> <p><b>Action: SN to provide leaflets/posters for AH to distribute.</b></p>	<p>SN/AH</p>
	<b>SCHOOL IMPROVEMENT</b>	
5.	<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 three pupils started at the school today. They had attended a school in Witney previously. SN explained that there has been a healthy amount of interest from parents who would like their children to join the school, and more pupils are due to join during this term. However, SN pointed out that she is aware of a couple of pupils who will leave the school this term.</p> <p>Governors discussed the issue of class sizes in light of new pupils joining the school, which is primarily due to families moving to local housing developments. Governors spoke about the need to balance the positive effect on the budget of having higher pupils numbers, against the implications for class teachers and existing pupils who would be in larger classes. It was noted that some local schools have refused to increase class sizes. SN explained that problems could arise where families have children who need to enter several different classes, for example, one sibling might be unable to be accepted into a certain class that is deemed to be ‘full’. Governors considered means by which certain year groups could be expanded without impacting detrimentally on pupils and staff. Governors also spoke about the potential need for extra TAs should pupil numbers increase, and the impact on the budget. Governors agreed that allowing class sizes to increase was primarily a school management decision and one that depends on the size of the classrooms available and class size at the time at which an increase in pupil numbers is under consideration.</p> <p>Governors noted that attendance so far this term is still proving a concern and will need to be closely monitored.</p> <p><b>Q.</b> Governors asked about the list of Freeland School ‘musts’ and ‘non negotiables’, and how that could be publicised.</p> <p><b>A.</b> SN and PM explained that these are not publicised at present, but are intrinsic to the school teaching and learning environment. The values and expectations had been discussed at a staff meeting before being rolled out throughout the school. SN and PM explained that there are different</p>	

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	<p>expectations for KS1 and KS2 pupils. Governors examined a poster that is displayed in KS2 classrooms. Governors agreed that the lists of expectations could be published on the school website should SN wish them to be, as that could create greater parental awareness of the expectations, which could in turn encourage consistency across the school in this respect. Governors stated that they would like to thank staff for implementing the expected standards and for the positive effect it has had at the school.</p>	
6.	<p><b>School Development – SDP/SEF 2018-19</b></p> <p>The SDP and SEF had been placed on GovernorHub before the meeting. Governors present at the last Curriculum and Standards meeting had discussed the SDP in depth. SN had met James Bird and Sarah Kerswell last week to discuss and evaluate the SDP and SEF. SN had made some amendments to the documents following that meeting, which were explained to Governors.</p>	
7.	<p><b>Annual Safeguarding Report, to include anti-bullying appendix</b></p> <p>The Report had been available to view on GovernorHub before the meeting. SN had met JF (who is the Safeguarding Lead Governor) to discuss the Report. The Chair asked whether Governors had any specific queries. There were none. JF confirmed that she is happy with the Report and had spoken in depth to SN about it during their meeting. They had also discussed the Anti Bullying Appendix and Prevent training. One query about contractors had arisen in relation to the Prevent self assessment, which SN is investigating. SN explained that the Safer Recruitment Policy must be reviewed and approved at the next LGB meeting. Governors spoke about visitors to the school, and considered whether there could be a statement in the visitors’ handbook about Prevent, with a requirement for visitors to sign the booklet to confirm that they understand its contents. SN reminded Governors that they must complete Prevent training every three years.</p> <p><b>Q.</b> Governors asked about partnership working, and why that had been rated ‘good’ as opposed to ‘outstanding.’</p> <p><b>A.</b> SN and JF explained that they felt that community engagement initiatives had not been fully embedded, so were an area for growth and monitoring. It was confirmed that parental engagement is a focus in the SDP.</p> <p>Governors <b>agreed</b> that, subject to amendments discussed at the meeting, the Annual Safeguarding Report could be submitted to OCC by the relevant deadline.</p> <p><b>Action: SN agreed to note that the school does not have a school nurse, and state that it is not applicable in the relevant section of the Report.</b></p> <p><b>Action: SN to change point 73 from ‘No’ to ‘Not Applicable’, in relation to school exchange visits.</b></p> <p><b>Action: SN to ensure that the Annual Safeguarding Report is submitted to OCC by the relevant deadline.</b></p> <p><b>Action: GP to add review and approval of Safer Recruitment Policy to next LGB agenda. Completed.</b></p>	<p>SN</p> <p>SN</p> <p>SN</p> <p>GP</p>
8.	<p><b>SEND Report</b></p> <p>The Report would be discussed at the next LGB meeting.</p> <p><b>Action: GP to add SEND Report to the next LGB agenda. Completed.</b></p>	<p>GP</p>

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<p><b>9.</b></p>	<p><b>Pupil Premium/Sports Funding</b></p> <p>The PPG Strategy Statement had been posted on GovernorHub before the meeting.</p> <p>SN reported that the school has slightly more funding than is detailed in the statement. There are now five extra pupils who are in receipt of pupil premium. Governors noted that the number of pupils in receipt of pupil premium at the school has increased over the last couple of years. Governors agreed that they would continue to monitor the progress and attainment of these pupils closely.</p> <p>Governors spoke about Pixl and how valuable a resource it is. Staff Governors emphasised that the Pixl conferences and training courses are very inspiring and the support available is incredibly helpful. SN also assured Governors that Pixl courses that need to be paid for are not particularly expensive.</p> <p>Governors reiterated that fact that Pixl is a beneficial investment of pupil premium funding. Governors also noted that some funds had been directed towards hands on resources to help dyslexic pupils.</p> <p><b>Q.</b> Governors asked SN whether she believes the school received sufficient pupil premium funding to enable her to allocate it effectively.  <b>A.</b> SN and PM confirmed that the funding available had been allocated quickly, but there were no projects or initiatives that they could not buy into due to a shortage of funding.</p> <p>Governors discussed the Report on the Use of Primary PE and Sports Premium, which had also been posted on GovernorHub before the meeting. SN explained that the school had overspent marginally last year due to the Wide Awake Club, but the school is now reaping the benefits of that decision. Workshops and exciting events have been planned as a result of the funding. Governors commented that the evaluation in the Report was informative and useful.</p> <p><b>Q.</b> Governors commented that there appeared to be no evaluation of the fifth objective for 2018-19; increased participation in sporting events (no. 5).  <b>A.</b> SN suggested that it was encompassed in comments made in relation to other areas of evaluation, and Governors agreed that to be the case.</p>	
<p><b>10.</b></p>	<p><b>GDPR Update</b></p> <p>SN reported that Governors and the Clerk have been given school email addresses to use, which must be used for governing board and school correspondence. Governors and the Clerk spoke about whether to change the email addresses they use to log in to GovernorHub. The Clerk had attended GovernorHub training and stated that the platform was deemed to be GDPR compliant, as it does not permit you to send documents out, and Governors must log in to view relevant governing body documentation. Governors agreed to continue to use personal email addresses for logging in to GovernorHub. However, Governors agreed that any communications outside GovernorHub should be via their new school email addresses. Governors also discussed downloading and storing governing body documents. SN pointed out that the documents that she provides are always anonymised. Any documents that hold data and information that have been printed should be shredded. The Clerk stated that the minutes from LGB meetings (apart from anything contained in separate confidential minutes) are published on the school website, so should not contain any sensitive or personal information.</p> <p>Governors agreed that they would make every effort to take precautions not to</p>	

	<p>store or distribute any potentially confidential information relating to the school.</p> <p>SN had sent the Staff Privacy Notice to Governors, and it was agreed that Governors should examine and amend the Privacy Notice for the purpose of their meetings.</p> <p><b>Action: Governors agreed that they would arrange a meeting to discuss this matter in more depth. Staff Governors would not need to attend this meeting.</b></p>	TO
11.	<p><b>Standing Orders 2018-19</b></p> <p>The document had been posted on GovernorHub before the meeting. GP confirmed that there had not been any changes from last year's document.</p> <p>Governors <b>agreed</b> the Standing Orders in their current format.</p>	
12.	<p><b>Committee Reports</b></p> <p><b>12.1 Curriculum &amp; Standards Committee – a meeting was held on 26<sup>th</sup> September.</b> It was confirmed that the minutes would be posted on GovernorHub shortly. CM reported that the SDP and SEF had been discussed in great depth, and that had been the primary focus of the meeting.</p> <p>The date of the next meeting is 6<sup>th</sup> November 2018.</p> <p><b>12.2 Resources Committee – a meeting was held before the LGB meeting.</b> CT reported that the Committee had discussed:</p> <ul style="list-style-type: none"> <li>• Trees that need to be felled/pruned as they are a health and safety issue.</li> <li>• The cost of the dishwasher for the kitchen had been approved, subject to another quote being obtained.</li> <li>• Rotten wood on the PFSU is being monitored.</li> <li>• The state of guttering around the school would be monitored.</li> </ul> <p>The date of the next meeting is 21<sup>st</sup> November 2018.</p> <p><b>12.3 New Buildings Committee – This is to be discussed at a future meeting. There had not been any progress in this respect during the summer break.</b></p> <p><b>12.4 Committee terms of reference 2018-19 – these had been approved at the last LGB meeting in June. The Clerk had sent these to the school office and SN confirmed that they are now on the website.</b></p>	
13.	<p><b>EPA Multi-Academy Trust (MAT) – update/issues (Standing Item)</b></p> <p>TO reported that he had attended a Chair of Governors meeting. The national pay awards were discussed, which had been adopted by the EPA.</p> <p>The process of recruiting a CEO is underway. Sarah Kerswell is the acting CEO.</p> <p>TO said that the Chairs had discussed the Schemes of Delegation for member schools and the desire that they should be consistent across the MAT. This should be considered at the next LGB meeting.</p> <p><b>Action: Add this to the next LGB meeting agenda. GP agreed to look at past minutes to see whether there are any delegation documents that were agreed when the academy conversion occurred. Completed.</b></p>	GP

	<p>SN confirmed that Ros Avery (the EPA Chief Finance Officer) had visited the school and had stated that she would be happy to attend an LGB meeting, should Governors wish her to. The EPA Health and Safety lead had also visited the school. Governors discussed the requirement that the Chair must now sign off any expense claims that the Headteacher incurs, a policy that the EPA has instigated. Governors were assured that Kate would still keep a close watch on school finances.</p> <p>Governors suggested that Ros Avery could attend the meeting at which the mid year budget is discussed.</p>	
<b>14.</b>	<p><b>Policies – for approval/adoption</b></p> <p>All relevant policies had been posted on GovernorHub before the meeting.</p> <p><b><i>EPA Child Protection and Safeguarding Policy</i></b> – subject to one page reference being changed, the governing body <b>agreed</b> the policy.</p> <p><b>Action: Data Protection Policy to be added to the next LGB meeting agenda. Completed.</b></p>	<b>GP</b>
<b>15.</b>	<b>GOVERNING BODY MATTERS</b>	
<b>15.1</b>	<p><b>DBS Checks</b></p> <p>All Governors have been DBS checked.</p>	
<b>15.2</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.</p> <p><b>Action: TO agreed to contact the interested party about becoming a Director Appointed Governor.</b></p> <p>PM has been appointed as the new Staff Governor for a four year term.</p> <p><b>Action: PM to complete Governor Details Form and return to GP.</b></p> <p>The Clerk confirmed that CM had been reappointed as a Parent Governor following the last LGB meeting, for a further four year term.</p>	<b>TO</b>     <b>PM</b>
<b>15.3</b>	<p><b>Governor Training/Training Plan</b></p> <p>CGM is going to attend the ‘Becoming an Effective Governor’ course run by the ODBE on 19<sup>th</sup> October 2018.</p> <p>CT and TO had attended ‘Headteacher Appraisal’ training.</p> <p>CM had attended a ‘Safer Recruitment in Education’ training course in July.</p>	
<b>15.4</b>	<p><b>Governor Monitoring Visits</b></p> <p>CGM had carried out a GDPR monitoring visit on 22<sup>nd</sup> August, and had posted her report on GovernorHub before the meeting.</p>	
<b>15.5</b>	<p><b>Governor Communication with Stakeholders/Community</b></p> <p>TO, AH and CM had attended the recent ‘Meet the Parents’ event. The event was well attended and Governors noted that the feedback received after the</p>	

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	event was positive.	
<b>15.6</b>	<p><b>Foundation Governors' Update</b></p> <p>AH stated that the 'Mind to be Kind' initiative was very helpful and asked whether it could be linked to the Christian ethos of the school.</p> <p>Governors also spoke about school values such as forgiveness and honesty, and how they are encompassed into teaching at the school. SN said that, if pupils behave badly, they have to review their behaviour and tick the values it relates to. Staff Governors confirmed that the values are embedded into the culture and ethos of the school.</p> <p>SN reminded Governors that AH had created a values logo for the school before she went on maternity leave. SN suggested that the Foundation Governors could consider how the logo could be publicised at the school. Governors also proposed that pupils could be asked to think about ways in which the logo could be used at the school.</p> <p><b>Action: Foundation Governors to consider how to use the school values logo.</b></p>	<b>AH/JF</b>
<b>16</b>	<p><b>Items from Staff and School Council</b></p> <p><b>Staff</b> – JL confirmed that school staff have been briefed on GDPR requirements and SN would continue to monitor this area.</p> <p><b>School Council</b> – Members have been appointed from the pupil body. The first meeting had taken place earlier in the day.</p>	
<b>17.</b>	<p><b>Dates of 2018-19 LGB meetings:</b></p> <p>The remaining meeting dates for 2018-19 are:</p> <p><b>21<sup>st</sup> November 2018</b>  <b>30<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>• SEND Report</li> <li>• Safer Recruitment Policy</li> <li>• Data Protection Policy</li> <li>• EPA Scheme of Delegation</li> </ul> <p>The date of the next Resources Committee meeting is 21<sup>st</sup> November 2018.</p> <p>The date of the next Performance and Standards Committee meeting is 6<sup>th</sup> November 2018.</p>	

*The meeting closed at 8.35pm.*

*GP: 3<sup>rd</sup> October 2018*

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