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# 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 27<sup>th</sup> June 2018, at 6.30pm, at the School

**Attendance:** Sarah Nickelson (**SN**) (Headteacher), Julian Soanes (**JS**) (Parent), Caroline Taylor (**CT**) (Director Appointed), Jon Jeffries (**JJ**) (Staff), Janet Faulkner (**JF**) (Foundation), Catrin Mezour (**CGM**) (Parent), Jane Lench (**JL**) (Staff), Alice Harden (**AH**) (Foundation)\*, Catrin Moore (**CM**) Parent (Vice Chair), 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.	<b>Apologies for absence and welcome</b> GP took the chair and welcomed all to the meeting. Apologies for absence were received and accepted from Jane Lench ( <b>JL</b> ) (Staff).	
2.	<b>Declarations of any business or pecuniary interests</b> None to declare.	
3.	<b>Elections</b>	
3.1	GP informed Governors that she had received a nomination for TO for the position of Chair of Governors. TO left the room and Governors present voted unanimously for his appointment as Chair for a one year term. TO assumed the Chair.	
3.2	A nomination had been received for CM for the position of Vice Chair of Governors. CM left the room and Governors present voted unanimously for her appointment as Vice Chair for a one year term.	
3.3	The draft Committee terms of reference and membership/Governor leads documents had been posted on GovernorHub before the meeting.  It was agreed that JL should be removed from both Committees, as she only attends LGB meetings.  Governors agreed that CM would be the new Chair of the Performance and Standards Committee and AH would be the Clerk to that Committee. Governors approved the terms of reference subject to the reference to the Raising Achievement Plan (RAP) being changed to the SDP.  Governors agreed that CT would continue as Chair of the Resources Committee and CM would continue as Clerk. Governors also approved the terms of reference subject to the reference to the RAP being changed to the SDP.	

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	<p>Governors considered the membership of the Sub-committees. There were several vacancies, due to JS' imminent departure from the governing body. It was agreed that:</p> <ul style="list-style-type: none"> <li>• TO would join the Staff Dismissal/Complaints Committee, along with JF who took CM's place.</li> <li>• JF left the Staff Dismissals Appeal Committee and CGM took her place. GSP also joined that Committee.</li> <li>• AH joined the Pupil Discipline Committee.</li> <li>• TO joined the Appraisal Committee.</li> <li>• CM joined the Pay Committee.</li> <li>• CM left the Pay Appeal Committee and GSP took her place.</li> </ul> <p>The Pupil Movement Committee was disbanded.</p> <p>Governors agreed that the existing Governor Leads should remain the same.</p> <p>It was confirmed that CGM is the Data Protection Governor Lead.</p> <p>Governors agreed that there should be an E-Safety Governor, who should check that the E-Safety policy is being adhered to, as well as keep up to date with E-Safety changes. Governors agreed that the safeguarding lead role also encompasses aspects of E-Safety. Therefore, GSP should support JF with this aspect of her safeguarding role, and JF should support GSP with safeguarding issues arising from and relating to E-Safety.</p>	
<p><b>4.</b></p>	<p><b>Approval of Minutes of LGB meeting held on 23<sup>rd</sup> May 2018</b></p> <p>The Minutes were agreed to be a true and accurate record of the meeting, were signed by the Chair and filed at the School.</p> <p>Actions not referred to from the previous minutes have been completed.</p> <p><b>Action: GSP to draft a paragraph relating to the New Building Committee for the school newsletter.</b></p> <p>SN confirmed that she has added more links to external SEND advice to the school website.</p> <p>SN had also looked into the cost of updating the school logo. She had received a quote of approximately £500. SN would continue her investigations into this. CM said that she had obtained a cheaper quote from a source in Witney and would pass on the details to SN.</p> <p><b>Action: CM to pass details of her contact to SN, so that SN can obtain a quote for updating the school logo.</b></p> <p>Governors agreed that the 'yellow' points on the Healthcheck, which was considered at the May LGB meeting, should be added to the Governor section of the SDP.</p> <p><b>Action: Add relevant aims arising from the Healthcheck to the Governor section of the SDP. (Also refer to minute 8 below.)</b></p>	<p><b>GSP</b></p> <p><b>CM</b></p> <p><b>SN/TO</b></p>
<p><b>5.</b></p>	<p><b>Matters arising, not on agenda</b></p> <p>None to discuss.</p>	
<p><b>6.</b></p>	<p><b>Budget</b></p> <p>This had been discussed at the Resources Committee meeting held before the</p>	

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	<p>LGB meeting.</p> <p>CM reported that Kate, SN and Mike Laws had reviewed the school budget. Due to potential changes in pupil numbers due to normal pupil movements to and from the school, new housing developments in the area and a fall in reception class intake numbers, some alterations had been made to the original budget. This was due to the direct and significant effect that pupil numbers have on school funding. Following the review, three versions of the budget forecast for future years are available, based on different pupil numbers.</p> <p>SN confirmed that there is a surplus of £21,000 for the 2018-19 school year, which includes a carry forward from this year. However, there would be a deficit during the following year, followed by a year with surplus funds. The differences between the budget forecasts based on pupil numbers were discussed, along with the potential impact these scenarios could have on staffing at the school.</p> <p><b>Q.</b> Governors asked whether pupils have to join the school by a certain date in order for the school to receive timely funding for those pupils.  <b>A.</b> SN explained that funding is based on the school census, which is carried out in October.</p> <p><b>Q.</b> Governors also asked what a new pupil is worth to the school, on a purely financial basis.  <b>A.</b> SN said that the school receives approximately £3,500 per pupil.</p> <p>Insurance quotes were discussed, as insurance forms a comparatively large part of the budget. SN explained that the insurance under consideration covers events such as long term staff sickness and maternity leave. Governors agreed that staff insurance cover should be maintained, and SN agreed to continue to look for the most competitive price.</p> <p>Governors <b>approved</b> the budget for the coming year. Governors noted that there is concern about pupil numbers, especially in relation to the funding in the third year, and this should be monitored.</p> <p>Governors agreed that they wish to be shown an interim budget to review halfway through the school year, so that they could re-assess the budget at that point.</p> <p><b>Action: Ensure that a budget update is presented to the Resources Committee halfway through the 2018-19 school year.</b></p>	SN
	<b>SCHOOL IMPROVEMENT</b>	
7.	<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 eighteen new pupils have joined the school recently. However, several families have moved away. It was noted that it is encouraging that there has been an increase in interest from parents considering sending their children to the school. SN informed Governors that she has received positive feedback from parents who have looked around, and more families are due to visit the school this term.</p> <p>SN confirmed that whole school attendance has improved as the year has progressed, and is slightly higher than at this point last year. However, the</p>	

	<p>number of unauthorised absences is also slightly higher than last year. SN reminded Governors that the figures could be explained by term time holidays. Unauthorised attendance of SEND pupils was also primarily due to term time holidays. SN said that she believes that, now, more parents support the school's stance in relation to unauthorised term time holidays. During this school year, SN has written to some parents and met others to speak about unauthorised absence. She has spoken to the Governors and other headteachers about fines for unauthorised absence, but concluded that they do not appear to act as a deterrent. Governors agreed that SN should continue with her current approach to unauthorised absence, as it seems to be having a positive impact.</p> <p>Governors noted that the school had received feedback about how well behaved Freeland pupils had been at the recent sports day. SN informed Governors that James Bird had carried out a book trawl, after which he had made very positive comments about the behaviour of pupils and the atmosphere at the school.</p> <p>SN spoke to Governors about Pixl. SN and Penny had attended the KS2 Pixl conference and SN will attend the KS1 Pixl conference next week. She said that the primary aim of Pixl is to assist more pupils to reach the expected level. Pixl uses the term 'key marginals', which refers to children who are at risk of not achieving the expected level for reading, writing and maths, or who might be able to achieve greater depth but risk not doing so. Those pupils are targeted with 'therapies' and retested regularly to assess the impact the therapies have had. The school has used Pixl this term and subsequent assessments have shown very encouraging results. SN told Governors that the school is going to continue its Pixl membership in September. A focus on wellbeing, kindness and resilience is also included in the programme. It costs £2,500 per year, part of which is funded by pupil premium funds. The membership package includes six visits during the school year from a Pixl Associate, who offers advice, guidance and challenge about the use of Pixl at the school. The school has had one Associate visit so far, which was very useful. SN confirmed that the programme counts towards her CPD.</p> <p><b>Q.</b> Governors asked if Pixl is an EPA wide initiative.  <b>A.</b> SN said that she understands that other EPA schools are using the programme, including Bartholomew.</p> <p>Governors also noted that SEND is incorporated into the Pixl programme. SN said, with regard to parental involvement, that a times table app and a spelling app are available, which can be used out of school time to support the programme.</p>	
<p><b>8.</b></p>	<p><b>School Development – Discussion of SDP</b></p> <p>This had been discussed in some depth at the last Performance and Standards Committee meeting. Governors had agreed that they should discuss how best they could contribute to the document at this meeting. SN handed out copies of the first draft of the 2018-19 SDP. Governors examined the document. SN reminded Governors of the five year plan aims that would be relevant during the coming school year.</p> <p>SN emphasised that science should be a focus this year, which could link to development of the outdoor learning areas. SN explained that Target Tracker helps to identify science-based skills that pupils can transfer to the rest of the curriculum.</p> <p>SN had added increased parental engagement as another area to focus on in</p>	

<p>the SDP. SN had spoken to another headteacher about how this could be achieved and Governors considered this at the meeting.</p> <p><b>Leadership and management</b> – Governors discussed how the relationship between Governors and staff could be strengthened over the coming year. There is going to be a tea party for staff and Governors on 11<sup>th</sup> July. Governors also suggested that they could draft an annual report for staff, and make the tea party and/or a Christmas party into an annual event.</p> <p>Governors spoke about the Healthcheck results, which were discussed at the May LGB meeting. Aside from making a contribution to the SDP, Governors also agreed that they should make a greater effort to assure themselves of the rigour of the assessment process. Governors agreed that they would like to be actively involved in the assessment process when they visit the school and could use their Governor lead roles as a mechanism to fulfil this aim. JJ suggested that there could be a Pixl Governor lead to involve Governors in that initiative. AH and JF confirmed that they had spoken in some depth to Donna Keeber about how best to evaluate the RE curriculum.</p> <p>Governors also spoke about how to increase their knowledge of the SEF over the next school year, and put that into practice during the following school year. Governors acknowledged that they could not write the SEF, but should have an understanding of the way that the school evaluates itself and whether the evaluation is accurate. Governors suggested that, initially, they could focus on a particular aspect of the SEF to help them to ensure that the evaluation is accurate. SN agreed that it is important that Governors have a good working knowledge of the SEF. SN is going to visit an outstanding school and would ask about how best to approach this.</p> <p>Governors also spoke about how the school could move from good to outstanding, and the Governors’ understanding of how this can be achieved and evidenced through monitoring and self evaluation.</p> <p><b>Action: SN would add a statement to the effect that Governors are working towards being able to evaluate the judgments in the SEF.</b></p> <p><b>Quality of teaching and learning</b> – SN detailed the aims for this area of the SDP. Governors discussed how best to use teachers’ passions to enrich the curriculum.</p> <p><b>Pupil wellbeing</b> – Governors discussed how this could be addressed and how they could monitor this effectively. Staff Governors noted that some pupil mental health issues have come to light at the school. Governors agreed that there should be a network of support in place to deal with such concerns. There should also be increased parental engagement, including assisting parents to be aware of where they can go to get advice.</p> <p><b>Outcomes for pupils</b> - SN said that this aspect of the SDP should be considered when the final SATs and assessment results are available. CM and TO would arrange to meet with SN to discuss the results.</p> <p><b>Action: Arrange meeting to discuss end of year results and assessment.</b></p> <p>SN explained that she would develop the SDP further. Governors would need to draft aims for their section, which relates to leadership and management. There is also a section about governor training. JS confirmed that the governing body has signed up the Diocese training programme.</p>	<p>SN</p> <p>SN/TO/ CM</p>
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	<b>Action: SDP to be discussed at the first Performance and Standards Committee meeting of the 2018-19 school year.</b>	SN/CM
9.	<p><b>Boosting Pupil Numbers</b></p> <p>SN confirmed that the school leaflets have been distributed. New pupils have joined the school recently. However, Governors discussed the fact that there are several other housing developments planned in the Eynsham area, which include plans for new primary schools. Governors also spoke about the wrap around care and clubs on offer, which could incentivise people to send their children to the school. Governors suggested that the website would be the best vehicle to publicise wrap around care available at the school. SN said that she has received very positive feedback about the website.</p> <p><b>Action: SN to consider how to publicise the wrap around care at the school on the school website. AH agreed to assist with this, and would arrange a meeting with SN to discuss this.</b></p>	SN/AH
10.	<p><b>Committee Reports</b></p> <p><b>10.1 Curriculum &amp; Standards Committee – a meeting was held on 12<sup>th</sup> June.</b> The minutes would be posted on GovernorHub shortly. TO reported that the following matters had been discussed:</p> <ul style="list-style-type: none"> <li>• There had been a presentation from Penny about maths.</li> <li>• Angela had spoken about SEND.</li> <li>• Governors had considered the SDP.</li> <li>• Governors had also looked at the results of the staff questionnaire.</li> </ul> <p>The date of the next meeting is to be confirmed.</p> <p><b>10.2 Resources Committee – a meeting was held before the LGB meeting.</b> CT reported that:</p> <ul style="list-style-type: none"> <li>• The budget had been discussed in depth.</li> </ul> <p>The date of the next meeting is to be confirmed.</p> <p><b>10.3 New Building Committee –</b> GSP had attended the open afternoon last week and discussed the new building concept with parents who had shown an interest. One more associate member has joined the Committee.</p>	
11.	<p><b>EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)</b></p> <p>JS confirmed that there was nothing to report from the EPA. TO would attend the next Chairs’ meeting.</p>	
12.	<p><b>Policies – for approval/adoption</b></p> <p><b>Data Protection Policy</b> – This is still being drafted (next meeting).</p> <p><b>Action: Add consideration of this policy to the next LGB meeting agenda.</b></p> <p><b>E-Safety Policy</b> – JJ had drafted the policy and posted it on GovernorHub before the meeting. Governors suggested that a contents page should be added to the document. JJ explained that this is very much the first stage of documenting and implementing the policy at the school, but there would be several more stages in the process. For example, the School Council would be asked to develop rules for acceptable use and would create a poster about this. SN said that, once the policy is approved, staff and Governors should consider how best</p>	GP

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	<p>to embed the policy at the school. It is also referred to in the SDP. JF commented that the policy already links to safeguarding. SN said that she would also ask the data protection officer whether anything should be added from a data protection perspective.</p> <p><b>Action: Add contents page to policy.</b></p> <p><b>Action: SN to ask data protection officer about the E-safety aspects of data protection.</b></p> <p><b>Q.</b> Governors asked how they would be made aware of any E-safety incidents. <b>A.</b> SN said that she would add it to the Headteacher’s report as a standing item.</p> <p><b>Action: Add E-safety to Headteacher’s report.</b></p> <p><i>* AH left the meeting at 8.20pm.</i></p> <p><b>Q.</b> Governors asked why it is a KS2 acceptable use policy, rather than both KS1 and KS2. <b>A.</b> JJ explained that it is more relevant to KS2 pupils, although acknowledged that a simplified version could be drafted for KS1 pupils.</p> <p>Governors said that it is a very comprehensive document and thanked JJ for his hard work.</p> <p>SN explained that the staff would need to view the policy, the acceptable use statement needs to be drafted and then the policy would have to be embedded at the school. SN would also add a reference to the newsletter to signpost the policy on the website to parents.</p>	<p>JJ</p> <p>SN</p> <p>SN</p>
<b>13.</b>	<b>GOVERNING BODY MATTERS</b>	
<b>13.1</b>	<b>DBS Checks</b> All Governors have been DBS checked.	
<b>13.2</b>	<b>Governor Vacancies/Terms of Office Ending</b> There are currently four Director Appointed Governor vacancies. Governors also spoke about the need for more Director Appointed Governors on the governing body.	
<b>13.3</b>	<b>Governor Training/Training Plan</b> Nothing to report.  GSP is going to attend governor training on Friday.	
<b>13.4</b>	<b>Governor Monitoring Visits</b> JF met SN to discuss safeguarding. She would also compile a pupil voice report.  JF and CT are going to meet the new teachers, to check that they feel well supported and then they would carry out a pupil voice session for SEND and the more able.  JF had also carried a prayer space visit today.	
<b>13.5</b>	<b>Governor Communication with stakeholders/community</b> GSP had met parents at the open afternoon to discuss the new buildings.	
<b>13.6</b>	<b>Foundation Governors’ Update</b> JF and AH have arranged a meeting with Donna to see how they can better	

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	support her.	
15.	<p><b>Items from Staff and School Council</b></p> <p><b>Staff</b> – GSP had produced feedback on the staff questionnaire responses that had been received.</p> <p>Governors discussed the results and whether there are areas that they should focus on. The question about the school values was a point of interest (70/30 divide). Staff development and autonomy was very positive. The absence of a library was noted. Governors commented that the feedback received had been positive overall. Governors suggested that the questionnaire should be mentioned in the newsletter, perhaps in the Governors' paragraph, and it could be communicated that the feedback received would influence the SDP. It was agreed that Governors should thank staff for their questionnaire responses at the tea party, and Governors would let staff know that they are considering how to address any issues raised.</p> <p><b>School Council</b> – Nothing to report.</p>	
16.	<p><b>Dates of 2018-19 LGB meetings:</b></p> <p><b>Action: GP to contact EPA about meeting dates for the next school year. Completed.</b></p> <p><b>The proposed meeting dates for 2018-19 are:</b>  <b>3<sup>rd</sup> October 2018</b>  <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>Governors thanked JS for his hard work and significant contribution to the governing body and the school during his time as a Governor, and particularly during his time as Chair. SN noted that he had offered her valuable support, and he will be missed. JS confirmed that he is going to attend the tea party and could continue to offer advice and guidance should the governing body need him to.</p> <p>Governors also thanked JJ for his contribution as a Governor and teacher and wished him all the best for his new post as Headteacher at Cassington Primary School.</p> <p>Matters to discuss at next LGB meeting:</p> <ul style="list-style-type: none"> <li>• SEND Report</li> <li>• Annual Safeguarding Report</li> <li>• Pupil Premium/Sports Funding Report</li> <li>• Standing Orders</li> <li>• Parent Governor appointment/reappointment</li> </ul> <p>The date of the next Resources Committee meeting is to be confirmed.</p> <p>The next Performance and Standards Committee meeting is to be confirmed.</p>	GP



*The meeting closed at 8.40pm.*

*GP: 27<sup>th</sup> June 2018*

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