



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 21st March 2018, at 6.30pm, at the School

Attendance: Sarah Nickelson (**SN**) (Headteacher), Julian Soanes (**JS**) (Parent) (Chair), Caroline Taylor (**CT**) (Director Appointed), Jon Jeffries (**JJ**) (Staff), Janet Faulkner (**JF**) (Foundation), Catrin Mezour (**CGM**) (Parent), Jane Lench (**JL**) (Staff), Glen Pascoe (**GSP**) (Parent)*, Alice Harden (**AH**) (Foundation) and Toby O’Neil (**TO**) (Parent) (Vice Chair).

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

The meeting was quorate and was opened at 6.30pm by the Chair.

Item	Item title	Action/ Who/ By when
1.	Apologies for absence and welcome JS welcomed all to the meeting. Apologies were received and accepted from Catrin Moore (CM) (Parent).	
2.	Declarations of any business or pecuniary interests None to declare. All Governors have completed pecuniary interest forms.	
3.	Approval of Minutes of LGB meeting held on 31st January 2018 The Minutes were agreed to be a true and accurate record of the meeting, were signed by the Chair and filed at the School. Actions not referred to from the previous minutes have been completed. Action: CT to send her pen portrait for the website to SN. AH and JF have reviewed the Collective Worship Policy and it is currently with SN to review. Action: GSP to draft a paragraph relating to the New Building Committee for the school newsletter.	 CT GSP
4.	Matters arising, not on agenda Home School Agreement – see minute 14 below.	
	SCHOOL IMPROVEMENT	
5.	Headteacher’s Report (to include safeguarding/health and safety update) The report was available to view on GovernorHub before the meeting. SN explained that pupil numbers are rising steadily. Several prospective pupils have visited the school. Although she would like pupil numbers to increase, SN is confident that parents are impressed when they look around the school, and	

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she has received encouraging feedback. SN is not yet certain of the numbers for foundation class in September. Governors acknowledged that the local housing developments should bring more pupils to the school.

Q. Governors asked SN to clarify numbers associated with the SEND article in the report.

A. SN explained to Governors that a SEND pupil has moved to the school from outside the Oxfordshire area. SN explained the difficulties that the school has encountered in obtaining any information from the pupil's previous school therefore, without further assessment, the school is unable to confirm needs of the pupil.

SEND attendance has improved, which was an area for concern, and attendance across all the school has improved. SN is going to carry out another attendance analysis next week.

**GSP arrived at 6.37pm.*

SN said that it has been a very busy term. Among some of the events, a local author had visited the school to speak to pupils. He had spoken to the pupils about how he writes and how he found writing difficult as a child, due to this dyslexia.

JJ and SN had attended a Pixl conference recently. The EPA representatives who attended the conference were impressed with Pixl. JJ explained that Pixl is a system that helps schools to analyse and track areas where pupils have gaps in their learning, which might prevent them meeting their targets in the year 6 SATs. Pixl offers a range of analytical tools and measures that can be put in place to help pupils to reach the required standard. It is a data driven exercise, but JJ stated that he is impressed with the resources available. SN explained that the school is going to use pupil premium money to purchase a Pixl package for the final term. The package that she proposes to purchase is a slightly reduced package, in that the full consultancy services would not be available to the school. The school will trial the system over the next term and decide whether to purchase the full package for the following school year. SN said that it was a very inspirational conference and has refocused her approach to pupil progress meetings.

SN informed Governors that she has some more lesson observations to complete. The learning walk with James Bird earlier in March was very positive. SN had added details of this to her report.

Q. Governors asked what the 'Big Make Day' was.

A. SN said that it had targeted pupil premium pupils and some EAL pupils. Tracy Tacon took the pupils to Bartholomew where they learned about pottery and made pots. Their pots are going to be fired and schools are considering installing a small kiln.

Q. Governors also asked about the review of the school website carried out by Primary Site, and what they had considered.

A. SN explained that the compliance of the school website with relevant requirements had been the primary purpose of the review. An issue regarding sports premium figures had been addressed. Primary Site had also looked at how the school uses the website and had suggested that the school could use the calendar more effectively. Overall, the feedback given was complimentary about the website, and SN has received good feedback from parents about it. She confirmed that more comprehensive SEND advice is available on the

	website now.	
6.	School Development There was nothing to report.	
7.	Pupil Premium and Sports Funding Update SN has updated the sports premium report on the website to take account of points raised following the website review. Information about Pixl has been added to the PPG information. CT met SN following a meeting at Madley Brook Primary School to discuss the sports premium funding allocation. SN explained that all sports funding has been allocated.	
8.	Boosting Pupil Numbers AH's contact had helped to produce a prospectus for the school. Governors were very impressed with the document and gave their thanks for the assistance and input that had been offered. AH suggested that the school's value wheel could be inserted into the 'Our values' page. Governors agreed that it would enhance the page so could be added. Governors also discussed the wording in the 'Ethos' paragraph on the values page, and agreed that the sentence stating that the whole of the school community contributing to the values could be moved to the paragraph headed 'Values'. Other grammatical issues were also discussed at the meeting. Governors also suggested that the year groups that are split do not need to be listed, but it could be stated that it is only key stage 2 classes that are split. The sentence regarding admissions arrangements was altered to remove the reference to the school being a CoE school. SN confirmed that she had put posters up in local shops, surgeries and other public buildings to advertise the nursery and school.	
9.	Annual Report from the Designated Teacher for Looked After Children The report was available on GovernorHub before the meeting. Governors discussed parental involvement and how funding for the pupil is used.	
10.	Committee Reports	
10.1	Curriculum & Standards Committee – a meeting was held on 6th March. The minutes were available on GovernorHub before the meeting. TO reported that the following matters had been discussed: <ul style="list-style-type: none"> • SEND information on the website. • The SEF and how the school evaluates itself. Governors considered whether the school is being generous enough in this respect. The SEF will be discussed in more detail at the next Committee meeting. • A staff views questionnaire would be compiled at the next meeting. <p>The date of the next meeting is 1st May 2018.</p>	
10.2	Resources Committee – a meeting was held before the LGB meeting. CT reported that: <ul style="list-style-type: none"> • The budget had been discussed. • It was confirmed that the consultation period for the EPA staff restructuring has now finished. • The Wide Awake club was also discussed. 	

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10.3	<p>The date of the next meeting is 23rd May 2018.</p> <p>New Building Committee – GSP and SN met last week. The targets for the Committee were discussed and set for the coming year. The Committee would aim to relaunch the building plans, and this would be themed around ‘the year of the engineer’. The Committee would also investigate potential funding methods for the building work.</p>	
11.	<p>EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)</p> <p>JS reported that it had been announced that the EPA would not continue merger talks with the Faringdon Academy of Schools.</p> <p>The centralisation of the finance/back office team for the EPA is still going ahead.</p>	
12.	<p>Policies – for approval/adoption</p> <p>SEND Policy – The Policy was available on GovernorHub before the meeting. Governors approved the Policy.</p> <p>Collective Worship Policy – SN is going to review the Policy.</p> <p>Data Protection Policy – SN is waiting to receive the Policy from the EPA. There will be a lead from the EPA.</p> <p>Action: SN to review Collective Worship Policy.</p>	SN, asap
13.	GOVERNING BODY MATTERS	
13.1	<p>DBS Checks</p> <p>CGM has been DBS checked.</p>	
13.2	<p>Governor Vacancies/Terms of Office Ending</p> <p>There are currently four Director Appointed Governor vacancies. Governors discussed how best to recruit this type of Governor.</p> <p>GSP said that he is aware of a potential candidate for one of the Director Appointed vacancies. JS said that he would be happy to talk to the potential candidate.</p>	
13.3	<p>Governor Training/Training Plan</p> <p>GP had contacted Governor Services following the last LGB meeting and they had confirmed that the school has not opted into the training offered. Therefore, there would be a charge for Governors to attend any Governor Services training.</p> <p>GP had sent an email to Governors from the Diocese, setting out their training programme for the coming months. She suggested that CGM could attend the ‘Becoming an Effective Governor’ course, as an alternative to the Governor Induction course offered by Governor Services.</p>	
13.4	<p>Governor Monitoring Visits</p> <p>CT had visited the school to discuss sports premium and PPG.</p> <p>JF had met with SN to discuss dyslexia.</p>	

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<p>13.5</p>	<p>Governor Communication with stakeholders/community</p> <p>AH told Governors that the Good Friday children’s Easter activities would be held at the school.</p>	
<p>13.6</p>	<p>Foundation Governors’ Update</p> <p>AH enquired about how the development of the staff RE lead, Donna Keeber, had improved as a focus from SIAMS report. SN had met with the school’s new Diocesan link worker, Ruth Benny. SN confirmed that Donna Keeber will carry out a learning walk with Ruth Benny and the school is considering how it can assess more rigorously in relation to RE. JJ confirmed that Donna does contribute at staff meetings in relation to her RE lead role.</p> <p>AH also said that the report had suggested that the school should make pupils aware of how Christianity is practised across the world and its multicultural aspects. SN said that she plans collective worship over the school year to include making pupils aware of Christianity as a multicultural faith and would appreciate more information about how pupils can be made aware of this. SN confirmed that she has spoken to Donna about this. JF confirmed that she witnessed pupils expressing ideas and their faith in very meaningful ways at the recent BeSpace prayer space visit. JF thought that this had been a very positive experience. SN said that the pupils had found it to be a very valuable experience and she had also received encouraging staff feedback.</p>	
<p>14.</p>	<p>Items from Staff and School Council</p> <p>Staff –.Nothing to report.</p> <p>School Council – Copies of the Home School Agreement were available to view at the meeting. Governors agreed that the document was presented very well.</p> <p>The School Council had asked that SN thank the governing body on their behalf for judging the Freeland’s Got Talent competition.</p>	
<p>15.</p>	<p>Date of the remaining LGB meetings: 23rd May 2018 and 27th June 2018</p> <p>Matters to discuss at next LGB meeting:</p> <ul style="list-style-type: none"> • Collective Worship Policy. <p>The next Resources Committee meeting will be on 23rd May 2018.</p> <p>The next Performance and Standards Committee meeting will be on 1st May 2018.</p>	

The meeting closed at 7.35PM.

GP: 21st March 2018

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