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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 31st January 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), Catrin Moore (**CM**) (Parent)* 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.	<p>Apologies for absence and welcome JS welcomed the new parent governor, CGM, to the meeting. CGM had completed a Governor Details form along with a pecuniary interests form. The Governor Details form was handed to GP to submit to Governor Services and the pecuniary interests form was filed at the school.</p> <p>There were no apologies for absence.</p>	
2.	<p>Declarations of any business or pecuniary interests None to declare. All Governors have completed pecuniary interest forms.</p>	
3.	<p>Approval of Minutes of LGB meeting held on 29th November 2017 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>SN confirmed that the Annual Safeguarding Report has been submitted.</p> <p>JJ had provided a pupil premium report to the Performance and Standards Committee at their last meeting.</p> <p>Action: Governors who have not yet completed a pen portrait for the website, please complete as soon as possible and send to SN.</p> <p>Action: JF and AH to review the Collective Worship Policy.</p>	<p>All, as soon as possible</p> <p>AH/JF</p>
4.	<p>Matters arising, not on agenda</p> <p>The recent liquidation of Carillion had been discussed at the Resources Committee meeting held before the LGB meeting. However, for Governors who</p>	

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	<p>were not present at that meeting, it was reported that the liquidation had necessitated a quick response from the school in order to secure another contract for the provision of school meals. SN reported that the school now has a contract with Dolce, which is going very well. The Resources Committee had retrospectively approved that contract although it was acknowledged that, due to the extraordinary circumstances, the school had been unable to obtain three quotes from providers, as is the usual practice. In this instance, the school had obtained two quotes.</p>	
	<p>SCHOOL IMPROVEMENT</p> <p><i>*CM arrived at 6.50pm.</i></p>	
<p>5.</p>	<p>Headteacher’s Report (to include safeguarding/health and safety update) The report was available to view on GovernorHub before the meeting.</p> <p>SN invited questions from Governors.</p> <p>Q. Governors asked whether, with regard to the assessment point 1 data, the boys in year 4 are mainly summer born. A. SN said that she does not believe that they are. The assessment point 1 data was discussed in more detail later in the meeting (see minute 10.1).</p> <p>SN spoke about pupil movement and Governors discussed reasons given for pupils leaving the school. These include moving to private educational provision and moving away from the area. SN assured Governors that she has shown a lot of potential parents around the school so far this year.</p> <p>SN reported that attendance figures are encouraging. There has been a drive to emphasise the important of good attendance at the school. However, SEND attendance is not on par with that of other pupils. SN had added another column to her report, which compares how attendance figures have altered since the last meeting and demonstrates an improving trend during this school year.</p> <p>Q. Governors asked whether SN could compare attendance figures from this time last year, if any concerns with the data should arise. A. SN confirmed that she could do that. However, Governors agreed that there is no need to do this at present, although it might be helpful to do this in the future should the figures worsen.</p> <p>Q. Governors queried how SN is balancing the issues created by higher levels of sickness at this time of year with the desire for pupils to have good attendance records. A. SN explained that there has been some authorised sickness absence at the school recently, which is always expected around this time of year, but assured Governors that pupils are not being sent into school when they are genuinely sick. SN acknowledged that this is an area that can be difficult to address.</p> <p>It was noted that CT and JF had visited the school to carry out learning walks. CT noted that the vast majority of pupils she had seen were very interested in their lessons and well engaged. JF had observed and spoken to younger pupils and stated that they seemed to be very much in control of their own learning, and were very confident when asked whom they should speak to if they have a question. It was also noted that there was good learning related dialogue between pupils.</p>	

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	<p>James Bird (the EPA School Improvement Officer) had visited the school to examine books. He was very positive about the progress that was evidenced by pupils' work. It was noted that the marking scheme was embedded at the school. JJ confirmed that he had met with the new teacher today to talk about marking. James Bird had also visited the school to ensure that SN's judgments are accurate and they had observed a lesson together. He had confirmed that he was happy with SN's assessment. Governors queried whether there would be a report following that visit but SN explained that, as it is an ongoing monitoring schedule, there isn't a regular report that is sent. There is now a note of visit form that is updated after every visit. SN to share with Governors at next meeting.</p> <p>SN also spoke about the results of the sports premium questionnaire. So far it has been confirmed that the majority of pupils enjoy their PE lessons (72%), with only a very small percentage stating that they do not enjoy them (3%). 35% of pupils attend after school clubs and this figure includes pupils who attend the Wide Awake breakfast club. SN has contacted Ignite to ask whether the breakfast club could start earlier, perhaps from 7.30am. However, she explained that a member of staff would also need to be on site at that time. After half term, the club will only run on the days with the highest attendance. Governors agreed that, as they had stated that the club would run for the whole school year, it should continue to do so.</p> <p>SN reported that the after school club is going well. She had received a few suggestions that it should finish later. However, it is always busy and the art class offered has also been very busy.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>School Development</p> <p>School Development Plan (SDP) - The up to date SDP was available on GovernorHub before the meeting. The Performance and Standards Committee had discussed this in depth. JJ and SN had met to discuss the areas that should be focused on this term, and next term. The subject leads have signed up to attend Performance and Standards Committee meetings this school year (see minute 10.1 below). SN confirmed that she would provide Governors with a RAG rated version of the SDP in March.</p> <p>Self Evaluation Form (SEF) – The SEF is on GovernorHub for Governors to view. SN explained that she updates this document mid way through the school year. The Performance and Standards Committee would consider this at their March meeting.</p> <p>Action: TO/SN to add consideration of the SEF to the Performance and Standards agenda for the meeting on 6th March.</p> <p>Governor SDP Sections – update and actions – this was also discussed at the last Performance and Standards Committee meeting.</p> <p>Action: GP to remove SDP from LGB meeting agendas, as it is considered at the Performance and Standards Committee meetings.</p>	<p>TO/SN</p> <p>GP</p>
<p>7.</p>	<p>Pupil Premium (PPG) Update</p> <p>JJ reported that the Skillforce programme would start in February at the school. The programme would use targeted PPG money in a holistic way, to bring PPG pupils together, boost their independence and develop team working skills. Pupils would be given activities to complete, which would help to build self confidence and this should have a positive impact in their classroom</p>	

	environments. JJ informed Governors that there is also the possibility of an overnight camping trip. Governors agreed that this sounded like a very promising initiative.	
8.	<p>Boosting Pupil Numbers</p> <p>This had been discussed at the Resources Committee meeting. SN has been working on the school prospectus, which would be distributed to the new homes between Hanborough and Freeland. AH agreed that she would get in touch with her contact who had previously reviewed another school design, to ask whether she could review the new prospectus.</p> <p>Action: AH agreed to ask her contact if she could provide an indication of the cost to review the new prospectus. SN agreed to send the draft to AH.</p> <p>SN said that she is still working closely with the preschool with the aim of encouraging more children to join both settings. SN confirmed that most of the children at preschool continue their education at the school. However, Governors noted that it would be useful if events were held at which prospective parents could meet.</p>	AH/SN
9.	<p>School Website</p> <p>SN confirmed that the website is up to date. Catherine, the EPA Administrator, reviews that website regularly and informs the school if any relevant information is missing.</p> <p>Q. Governors asked how many hits the new website has had to date. A. It was reported that there had been 13,521 visitors to the website at the time of the meeting.</p>	
10.	<p>Committee Reports</p> <p>10.1 Curriculum & Standards Committee – a meeting was held on 16th January. The minutes were available on GovernorHub before the meeting. TO reported that the following matters had been discussed:</p> <ul style="list-style-type: none"> Assessment Point 1 data had been scrutinised. The data was encouraging, although questions had been raised in relation to some aspects of the year 4 data. TO, CM and SN had met to discuss this last Friday. Following that meeting, TO had added a report to GovernorHub for all Governors to view. TO and CM had noted that there were variations in maths and reading data. Some explanations for this were provided and noted by Governors, such as the fact that year 4 pupils were split across classes and therefore were not being assessed by the same members of staff. It was further noted that some of the year 4 pupils had had the same teacher last year, whereas the others had not. TO and CM agreed to continue to monitor this area. This data had also been compared to the previous year 4 data. It was noted that a relatively high proportion of the current year 4 cohort had been assessed as being working above standard at the end of year 2. The impact of one to one working with vulnerable pupils was also considered on both the pupils with direct involvement and other pupils in their classes. One of the pupils whose reading was not at the required standard is an EAL pupil, and Governors discussed what could be done to assist that pupil. A SEND pupil had left the class, which had made it trickier to compare data between school years. TO assured Governors that there is nothing to indicate that there is an ongoing problem, and plausible explanations had been considered, but this will 	

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	<p>be reviewed again at the next Assessment Point.</p> <ul style="list-style-type: none"> • JJ had provided information on PPG pupils. • Governors had been given a curriculum map to consider. • SN confirmed that the staff have looked at and annotated the Sex Education Policy and this would be considered at a future meeting. • Donna and Tracy are going to attend the Performance and Standards meeting on 1st May, and Penny and Angela are going to attend the Performance and Standards meeting on 12th June (referred to above in minute 6.1). <p>The date of the next meeting is 6th March 2018.</p> <p>10.2 Resources Committee – a meeting was held before the LGB meeting. CT reported that:</p> <ul style="list-style-type: none"> • Carillion had been discussed, along with the new provision for school meals (see minute 4 above). • There was a budget update; all looks acceptable at present. • Risk assessments were considered. • There was a discussion about a boundary issue involving trees and where responsibility lies. This is an on going matter. <p>The date of the next meeting is 21st March 2018.</p> <p>10.3 New Building Committee – GSP confirmed that he has corresponded with parents who expressed an interest to join the Committee at the meeting last year. GSP said that targets for the Committee covering the next two years should be agreed, so that forward planning could be undertaken. GSP also suggested that there should be a meeting with Colin as soon as possible.</p> <p>SN explained that a section 106 request has been put in on behalf of the school by the Parish Council, as there are several local housing developments underway in the vicinity.</p> <p>Action: GSP agreed to write a paragraph for the school newsletter about the Committee (by next Friday) and SN to add it to the newsletter.</p>	
<p>11.</p>	<p>EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)</p> <p>JS and SN reported that the proposed merger is proceeding. There is going to be a restructuring of the academy finance department and a consultation is underway. There is no further information about a merger date at present.</p>	<p>GSP/SN</p>
<p>12.</p>	<p>Policies – for approval/adoption</p> <p>Home-School Agreement – The current version was available on GovernorHub before the meeting and at the meeting for Governors to view. SN explained that this document had previously been on the website for parents to read, but it would be distributed for the relevant parties to sign in the future. The School Council has helped to create the Agreement. CT had attended the School Council meeting at which this was discussed. The updated document would be launched in September 2018, but could be sent out to parents before that date.</p> <p>Governors suggested that the layout could be altered so that the school’s, the parents’ and the pupils’ sections and signatures were aligned. They also said that the section relating to attendance could contain more emphasis on the importance of good attendance, with a statement along the lines of, ‘Parents will ensure that their child attends school every day’ (aiming for 100% attendance).</p>	

	<p>Action: SN to alter the format of the document as agreed and state that the document was compiled with the input of the School Council. SN also agreed to strengthen the wording detailing parents' obligations in relation to attendance, and perhaps add a point stating that parents would try to ensure that appointments (for example, dentist appointments) should be made outside school hours, wherever possible. SN would also check that the order of bullet points is similarly formatted for each section.</p> <p>Governors stated that this is a very comprehensive and user friendly document and thanked the School Council for their input.</p> <p>SN said that the Data Policy is due for review shortly, although there are likely to be changes in this respect, which would be discussed at the next EPA Head's meeting. This is due to new requirements that come into force in May (EU legislation for data protection had to be incorporated into UK law, and lays down more stringent conditions in relation to data handling).</p>	SN
13.	GOVERNING BODY MATTERS	
13.1	<p>DBS Checks CGM needs to be DBS checked. SN agreed to put her in touch with Kate.</p> <p>Action: SN to ask Kate to contact CGM regarding the DBS check.</p>	SN/CGM
13.2	<p>Governor Vacancies/Terms of Office Ending There are currently four Director Appointed Governor vacancies. Governors discussed how best to recruit this type of Governor. There have been several adverts in the Grapevine, none of which have been successful.</p>	
13.3	<p>Governor Training/Training Plan</p> <p>GSP has produced a Governor training spreadsheet. It was noted that:</p> <ul style="list-style-type: none"> • CM had attended a training course on finance matters. • GSP is going to attend the 'Becoming an Effective Governor' course in June. • TO will attend a Chair's course in March. • JF will attend a safeguarding course in March. • CGM would like to attend a Governor induction course. <p>Action: GP to ask Governor Services what is covered by the school's opt in, to find out whether CGM can attend an induction course. Completed.</p>	GP
13.4	<p>Governor Monitoring Visits</p> <p>See minute 5 above regarding JF and CT visiting the school.</p> <p>JF met with SN on 24th January to talk about SEND.</p> <p>Action: JF to write a report after she has seen Angela Brame.</p> <p>AH had carried out a behaviour and welfare visit and had produced a report for Governors to view.</p>	JF
13.5	<p>Governor Communication with stakeholders/community</p> <p>Nothing to report.</p>	
13.6	<p>Foundation Governors' Update</p> <p>AH noted that she was going to consider the design that her friend had worked on some time ago, which incorporates the school's core Christian values, and</p>	

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	<p>how that can be used in the school. SN confirmed that she has used it already in the school hall.</p> <p>SN explained that there is plenty of prayer space available at the school and an organisation is visiting in March to prepare another area. More visits have been arranged for later in the school year.</p>	
14.	<p>Items from Staff and School Council</p> <p>Staff – JJ and SN reported that staff would like to invite Governors to World Book Day (which is on 1st March). Pupils have been asked to come to school dressed in pyjamas. Some Governors attended last year and had read to and read with pupils.</p> <p>School Council – see minute 12 above regarding the Home School Agreement. CT had visited the last School Council meeting. Governors have been invited to dress up and judge the school talent show, ‘Freeland’s Got Talent’, which is a fundraiser for Unicef. The final is on Friday 16th March. The winners will perform at Free Fest.</p> <p>Action: All Governors to let SN know whether they can attend the ‘Freeland’s Got Talent’ final.</p>	All
15.	<p>Date of the remaining LGB meetings: 21st March 2018, 16th May 2018 and 27th June 2018</p> <p>Matters to discuss at next LGB meeting:</p> <ul style="list-style-type: none"> • Collective Worship/Data Policies, if ready to review. <p>The next Resources Committee meeting will be on 21st March 2018.</p> <p>The next Performance and Standards Committee meeting will be on 6th March 2018.</p>	

The meeting closed at 8.00PM.

GP: 31st January 2018

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