



Eynsham Partnership Academy
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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 29th November 2017, at 6.30pm, at the School

Attendance: Sarah Nickelson (**SN**) (Headteacher), Caroline Taylor (**CT**) (Director Appointed), Jon Jeffries (**JJ**) (Staff), Janet Faulkner (**JF**) (Foundation), Catrin Moore (**CM**) (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 6.35pm by the Vice Chair, who chaired the meeting in the Chair’s absence.

Item	Item title	Action/ Who/ By when
1.	Apologies for absence and welcome Apologies were received from Julian Soanes (JS) (Parent) (Chair), and accepted.	
2.	Declarations of any business or pecuniary interests None to declare. Governors present who had not yet completed a pecuniary interest form to file at the school were reminded to complete one and return it to the school as soon as possible. Action: Complete pecuniary interest form for the school office.	All who have not handed in a form
3.	Approval of Minutes of LGB meeting held on 4th October 2017 The Minutes were agreed to be a true and accurate record of the meeting, were signed by the Vice Chair and filed at the School. Actions not referred to from the previous minutes have been completed. Action: Governors who have not yet completed a pen portrait for the website, please complete as soon as possible and send to SN.	All, as soon as possible
4.	Matters arising, not on Agenda Nothing to report.	
	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 invited questions from Governors. Q. Governors asked about the attendance of SEN pupils, which was detailed in the report. A. SN reported that she had not approved any term time holiday requests, and	

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	<p>would continue to adopt that stance in relation to such requests. She explained that dealing with this matter can be challenging, and the school is channelling a lot of resources towards raising attendance. SN said that she plans to send out letters to parents whose child’s attendance is below 90% at the end of term.</p> <p>Q. Governors asked what else could be done to emphasise the importance of good attendance to parents. A. SN said that she would ask any parents whose children have poor attendance to speak to her, although she could not promise that this approach would have an effect on parents who wish to take their children out of school to go on holiday.</p> <p>Governors discussed how this issue could be addressed. It was suggested that SN should include a paragraph in attendance related correspondence stating how term time absence affects not only the pupil involved, but also other pupils and staff at the school. Governors also spoke about what can be done in the absence of formal sanctions. SN stated that she is exploring all avenues at present. Governors agreed that consistent messages from the school in relation to term time unauthorised absence must continue to be disseminated. SN informed Governors that she plans to celebrate full and significantly improved attendance at the end of term. JJ also detailed how poor attendance is addressed in other schools.</p> <p>Q. Governors asked about the SDP target relating to improving attendance levels of different groups of pupils, and how Governors can best monitor it. A. SN said that she would analyse the attendance figures that are available at the end of term and report back to Governors about attendance for different groups of pupils.</p> <p>Q. Governors asked what type of incident would be included under the ‘behaviour’ section of the Headteacher’s report. A. SN explained that she would only report matters such as exclusions in that part of the report rather than, for example, poor behaviour in the playground.</p> <p>SN noted that there has been a great deal of community and parental input in relation to the school’s current ‘Africa’ topic, which has been very positive.</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. There were no questions in relation to the document.</p> <p>Self Evaluation Form (SEF) – SN had posted the updated SEF on GovernorHub before the meeting. . There were no questions in relation to the document.</p> <p>Governor SDP Sections – update and actions – TO noted that there had been discussion at the last Performance and Standards Committee meeting relating to this topic. It was suggested that Governors would report (at the Performance and Standards Committee meetings) on any work or visits they had completed in relation to their designated section of the SDP.</p> <p>Governors agreed that the relevant sections of the SDP would be discussed at each Performance and Standards Committee meeting, and should be listed on the agenda for those Committee meetings.</p> <p>Action: TO/SN to include the SDP areas in future Performance and Standards Committee agendas.</p>	<p>TO/SN</p>

	<p>JF and CT had met Angela Brame and had undertaken a learning walk in the School. They had also met Tasmin and JF had said that she feels well supported and seemed very positive about the amount of experience she had already been exposed to. JF had focused on SEN provision on the learning walk, and CT had concentrated on provision for more able pupils. JF is also going to attend a SEN coffee morning on 30th November.</p>	
7.	<p>Annual Safeguarding Report</p> <p>The Safeguarding Report and Anti Bullying Appendix were available on GovernorHub before the meeting. JF had met SN to discuss the Report. SN explained that the Anti-Bullying Appendix had been considered in detail with Hilary Caldicott before she left the governing body, and had been updated before being added to the Report.</p> <p>SN invited questions in relation to the Report.</p> <p>Q. Governors queried how outstanding actions are monitored. A. SN explained that the Report contains action plans at the end of each section, in which any such issues are listed.</p> <p>Q. Governors asked if SN has any concerns in relation to safeguarding at the school. A. SN assured Governors that she does not have any concerns.</p> <p>SN said that she and JJ are going to update the E-Safety Policy with assistance from the EPA; this should be done by the end of the school year.</p> <p>Governors suggested that it should be noted that the school does not take part in any exchange programmes, and SN agreed to make that alteration.</p> <p>Governors approved the Report. JF signed the Report at the meeting.</p> <p>Action: SN to submit the Report to OCC before the December deadline.</p>	SN
8.	<p>Pupil Premium (PPG) Update</p> <p>JJ explained that he is waiting for the next batch of data, which should be available at the end of next week. He will analyse the data and report back to Governors at the next meeting.</p> <p>Action: JJ to report to Governors about PPG at the next meeting.</p>	JJ
9.	<p>Boosting Pupil Numbers</p> <p>This had been discussed at the Resources Committee meeting held before the LGB meeting.</p> <p>It was noted that the proposed home building has commenced at Long Hanborough. SN said that Hanborough Manor School plans to expand in the future. However, while that school is full, parents would view Freeland as an alternative local school for their children. Governors agreed that the new housing presents an opportunity to attract more families to the school, especially as the preschool is able to take younger siblings.</p> <p>SN said that she has been working on a poster to publicise Freeland School and preschool in local settings, such as dentists' and doctors' surgeries, as well as local churches. Governors also discussed the capacity of the School, and how they would not wish to put too much pressure on class sizes. SN also emphasised that, once pupils join the School, she would like to ensure that they</p>	

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	stay.	
10.	<p>Standing Orders These had been posted on GovernorHub before the meeting.</p> <p>Governors agreed the Standing Orders in their current form, and agreed that remote participation would not be permitted.</p> <p>Action: GP to add the updated version to GovernorHub as soon as possible. Completed.</p>	GP
11.	<p>Committee Reports</p> <p>11.1 Curriculum & Standards Committee – a meeting was held on 14th November. TO said that he would post the minutes on GovernorHub shortly. TO reported that the following matters had been discussed:</p> <ul style="list-style-type: none"> • Governor Action Plan and SDP • The school prospectus • Training – the Diocese training programme to obtain the badge of excellence requires one Governor to attend a large number of training courses. Therefore, Governors will attend the courses, but the badge of excellence would not be obtained. <p>Action: GSP agreed to produce a plan detailing the dates of the training courses available and which Governor(s) would attend, and distribute it to all Governors.</p> <p>The date of the next meeting is 16th January 2018.</p> <p>11.2 Resources Committee – a meeting was held before this LGB meeting. CT reported that there had been positive news relating to the budget, in that the predicted carry forward had improved. SN had also reported that she had purchased some additional storage to declutter the hall, as well as other items linked to health and safety. She confirmed that there is sufficient budget allocated to these works.</p> <p>The date of the next meeting is 31st January 2018.</p> <p>11.3 New Building Committee – There is nothing to report at present. GSP is going to arrange another meet and greet for interested parties before the new year.</p>	GSP
12.	<p>EPA Multi-Academy Trust (MAT) – update/issues (Standing Item)</p> <p>The EPA Board had issued a Merger Statement, which had been sent to Governors, stating that the Board had voted in favour of continuing to investigate a merger with the Faringdon Academy of Schools.</p> <p>SN explained that, should the merger proceed, the Faringdon staff would be transferred to the EPA. The merger would go to consultation in the new year, with a view to it happening during the summer months.</p>	
13.	<p>Policies – for approval/adoption</p> <p><i>Safeguarding Policy</i> – this had been distributed before the meeting. SN said that the policy had been updated. Subject to the rectification of minor formatting issues and spelling inaccuracies, the policy was approved and signed by the Vice Chair at the meeting.</p>	
14.	GOVERNING BODY MATTERS	
14.1	<p>DBS Checks It was confirmed that all Governors are DBS checked.</p>	
14.2	Governor Vacancies/Terms of Office Ending	

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	<p>There are currently four Director Appointed Governor vacancies and one Parent Governor vacancy.</p> <p>The EPA Board had approved CT's reappointment as a Director Appointed Governor. Her new term of office had commenced on 20th November 2017.</p>	
14.3	<p>Governor Training/Training Plan This had been discussed earlier in the meeting (see minute 11.1).</p>	
14.4	<p>Governor Monitoring Visits This had been discussed earlier in the meeting (see minute 6.3).</p> <p>GSP had also carried out a health and safety walk at the school.</p>	
14.5	<p>Governor Communication with stakeholders/community Nothing to report.</p>	
14.6	<p>Foundation Governors' Update</p> <p>Action: JF and AH are going to review the Collective Worship Policy.</p>	JF/AH
14.7	<p>Whistleblowing GP explained that it is a statutory requirement for the governing body to check and confirm that whistleblowing procedures are in place at the school. SN confirmed that all staff are aware of the policy. The policy is displayed on the staff noticeboard. GSP is the designated whistleblowing governor.</p>	
15.	<p>Items from Staff and School Council Staff – Nothing to report.</p> <p>School Council – SN reported that the School Council has been thinking about ways of raising money for their chosen charity. They have also been considering the Home School Agreement. They are making it more child-friendly and it will be sent out to families as a paper copy this year.</p>	
17.	<p>Date of the remaining LGB meetings: 31st January 2018, 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"> • PPG Report <p>The next Resources Committee meeting will be on 31st January 2018.</p> <p>The next Performance and Standards Committee meeting will be on 16th January 2018.</p>	

The meeting closed at 7.45PM.

GP: 29th November 2017

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