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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 4<sup>th</sup> October 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), Julian Soanes (**JS**) (Parent) (Chair), Catrin Moore (**CM**) (Parent), Jane Lench (**JL**) (Staff) 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.	<b>Apologies for absence and welcome</b> Apologies were received from Alice Harden ( <b>AH</b> ) (Foundation) and Glen Pascoe ( <b>GSP</b> ) (Parent) and accepted.	
2.	<b>Declarations of any business or pecuniary interests</b> None to declare. Governors present handed their pecuniary interest forms to GP, who handed them to SN to file at the school.  Governors also updated the website pecuniary interests document.  <b>Action: The website interests document will be sent to GSP and AH to complete. GP to update it, and SN to ensure it is published on the website. Completed.</b>	<b>GSP/AH/ GP/SN</b>
3.	<b>Approval of Minutes of LGB meeting held on 28<sup>th</sup> June 2017</b> 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.  <b>Action: Governors who have not yet completed a pen portrait for the website, please complete as soon as possible and send to SN.</b>	<b>All, asap</b>
4.	<b>Matters arising, not on Agenda</b> Nothing to report.	
<b>SCHOOL IMPROVEMENT</b>		
5.	<b>Headteacher’s Report (to include safeguarding/health and safety update)</b> The Report was available to view on GovernorHub before the meeting.  SN reported that there has been a productive and positive start to the school year. Pupil numbers have increased since the end of last term and more pupils are due to join the school at the end of October. SN explained that she had shown families around the school during the holidays. However, some had not	

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	<p>chosen the school primarily due to the lack of wraparound childcare. However, this is an issue that has been addressed (see below).</p> <p>SN explained that she is considering any requests for holiday absence very carefully. She informed Governors that all of the pupils whose families have requested school term holiday so far this year had lower than average attendance last year. Therefore, she has chosen to write to the families involved and will monitor those pupils' attendance rigorously for the rest of the year. SEN pupils' attendance is still lower than average.</p> <p><b>Q.</b> Governors asked what is being done to address the issue of the attendance of SEN pupils.  <b>A.</b> SN explained that she has met with parents, attendance was discussed at those meetings and there are now agreements in place between the families and the school.</p> <p>Governors queried how many parents read the Home School Agreement, which details expectations in relation to attendance. SN suggested that the Agreement should be reviewed. Governors proposed that it should be sent to parents annually, although SN explained that it has not been sent out this regularly due to efforts to save paper. SN suggested that the School Council could review the Agreement over the coming term. The Agreement could subsequently be sent out in January.</p> <p>SN also said that she had met Ignite representatives at the start of term. As a result, there is now a timetable of new and different after school clubs at the school. Archery, zumba, table tennis and football are now available, and the activities offered will change each half term. The school has arranged for an arts and crafts company to run a club at the school on a Monday afternoon.</p> <p>Wide Awake Club has launched. There are relatively low numbers of regular attendees at present, but SN will offer parents the opportunity to drop their children off at the club on a 'pay as you go' basis. There is a small charge for the club. SN reported that the club has been very positively received and pupils enjoy it.</p> <p>SN said that she is very pleased following recent monitoring walks in KS2. Monitoring walks would be carried out in KS1 and Foundation stage shortly.</p> <p><b>Q.</b> Governors asked whether standards have fallen in any way following the school's Ofsted inspection.  <b>A.</b> SN assured Governors that there has not been a slide in standards. On the contrary, SN said that she has noticed a considerable change over the past year, with pupils demonstrating a reinforced passion for learning, along with the presence of a constructive and positive atmosphere at the school.</p> <p>SN reported that the only health and safety issue she has had to deal with recently relates to doors at the school, but this is being addressed.</p>	
<p><b>6.</b></p> <p><b>6.1</b></p>	<p><b>School Development</b></p> <p><b>School Development Plan (SDP)</b> – SN had posted the up to date SDP on GovernorHub before the meeting.</p> <p>Governors acknowledged that the SDP had been considered in detail at the last Curriculum and Standards Committee meeting. SN informed Governors that James Bird and Sarah Kerswell had reviewed the SDP earlier in the week. The content had been altered slightly, and it had been shortened. SN confirmed</p>	

<p>6.2</p> <p>6.3</p>	<p>that she had added Governors’ names to the appropriate parts of the document.</p> <p>Governors <b>approved</b> the SDP in its current format.</p> <p><b>Self Evaluation Form (SEF)</b> – SN had posted the updated SEF on GovernorHub before the meeting, which details the means by which the school is aiming to attain outstanding grades.</p> <p><b>Governor Action Plan</b> – TO and CM suggested a change in relation to their part of the Plan at the meeting, which was agreed. JF and CT explained that they would like to arrange both a meeting and a learning walk in relation to their section of the Plan.</p> <p><b>Action: Governors to send proposals relating to their particular parts of the Plan to JS, so that he can add them to the Plan once the format has been agreed.</b></p>	<p>All, before the next P&amp;S meeting</p>
<p>7.</p>	<p><b>Annual Safeguarding Report</b> Governors agreed that this would be considered at the next LGB meeting.</p> <p><b>Action: GP to add to next agenda and SN to prepare the report. JF as safeguarding lead governor should consider the report before it is presented to the governing body. Completed.</b></p>	<p>GP/SN/JF</p>
<p>8.</p>	<p><b>SEN Report</b> Angela Brame had prepared the SEN report and it had been posted on GovernorHub before the meeting.</p> <p>Governors confirmed that they had read the report, which was very comprehensive, and thanked Angela for preparing it.</p>	
<p>9.</p>	<p><b>Pupil Premium (PPG)/Sports Funding</b> The statements on the use of pupil premium funds and sports funding were available on GovernorHub before the meeting.</p> <p><i>PPG</i> - JJ reported that the principal focus for PPG funding was building confidence and self-esteem using the Skillforce Junior Prince’s Award. PPG pupils’ parents had been contacted and were enthusiastic about the initiative. However, the course can only be offered after school on a Monday. JJ told Governors that he is going to consult parents about this, to ensure that their children are able to sign up to the course. The course will also be opened up to other pupils in year 4 and above. Fully subsidised places will be reserved for PPG pupils and places will be partially subsidised for other pupils.</p> <p>JJ explained that the school is aiming to raise attainment in writing, so some PPG money will be used to assist with that aim. Angela Brame will be consulted when considering the best way for this to be done and, in particular, what assistance could be offered to dyslexic pupils using the funds. JJ informed Governors that any funds spent in this way could benefit both PPG and non-PPG pupils.</p> <p><i>Sports Funding</i> – the review of last year’s sports fund spend was available on GovernorHub, detailing what the money was spent on and the impact it has had. The other Sports Funding report sets out the proposals for spending this year’s funds. SN explained that the amount of sports funding has increased significantly (£17,120) this year. The main initiative that funds have been directed at has been the Wide Awake Club, which is subsidised. SN explained</p>	

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	<p>that there are currently prescribed boundaries within which the school is able to spend the funds. She told Governors that some funds have been used to ensure that there are more opportunities for pupils to access different sports, and tutors have been paid to come to the school. The school has invested in a new whole school PE programme and a significant sum has been set aside for sports equipment for the school, which will be purchased after an equipment audit has taken place. Support is also available from Bartholomew. Rugby league coaches are coming to the school, which was organised through the EPA. Governors suggested that rugby union teams could also be approached. SN said that there are plans for be KS1 and KS2 EPA sports days, although there would still be sports days at the school.</p> <p>Governors <b>approved</b> the Pupil Premium and Sports Premium Reports.</p>	
<b>10.</b>	<p><b>Boosting Pupil Numbers</b> As mentioned earlier in the meeting, pupil numbers are improving with 130 on the roll at present. SN said that there is a new preschool manager, and SN had met with preschool representatives to discuss an advertisement that is being designed. She explained that the best place to advertise is also being considered. Governors agreed that it is desirable to attempt to boost preschool numbers, which should ensure more pupils attending the school in the future.</p> <p><b>Q.</b> Governors asked about the percentage of preschool children who continue their education at the school. <b>A.</b> SN said that the vast majority of preschool children move on to Foundation stage, although she does not know the exact percentage.</p> <p>SN reiterated the fact that working with preschool is important and there should be more joint events held between the school and preschool. Governors discussed various possibilities, including preschool parents attending school events.</p> <p>SN said that the wraparound care now available at the school would also assist in boosting pupil numbers. Governors suggested that the pay as you go option for breakfast club should continue for as long as possible.</p> <p><b>Q.</b> Governors asked what is happening about the school sign, discussed in previous meetings. <b>A.</b> SN said that a school sign has been printed, and she is considering how it could best be used. SN said that she had thought about giving a member of staff responsibility for PR, who could contact local papers and radio stations about school events, to enhance public awareness of the school.</p> <p>Governors also discussed the proposed Garden Villages that are to be built in the vicinity and how that might affect the school, as there are proposals to build new primary schools on those sites.</p>	
<b>11.</b>	<p><b>Standing Orders</b> These will be considered at the next LGB meeting.</p> <p><b>Action: GP to add to the next LGB agenda. Completed.</b></p>	<b>GP</b>
<b>12.</b>	<p><b>Committee Reports</b></p> <p><b>12.1 Curriculum &amp; Standards Committee – a meeting was held on 19<sup>th</sup> September.</b> TO reported that the following matters had been discussed:</p> <ul style="list-style-type: none"> <li>• SDP.</li> <li>• Phonics.</li> <li>• Pupil numbers.</li> <li>• Governor Action Plan.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Governor training.</li> </ul> <p>The date of the next meeting is <b>14<sup>th</sup> November.</b></p>	
<b>12.2</b>	<p><b>Resources Committee – a meeting was held on 18<sup>th</sup> July.</b></p> <p>This had been discussed at the Resources meeting before the LGB meeting</p> <p>The date of the next meeting is <b>29<sup>th</sup> November.</b></p>	
<b>12.3</b>	<p><b>New Building Committee – no update at present.</b></p>	
<b>12.4</b>	<p><b>Terms of reference – the Committee terms of reference for 2017-18 had been approved at the LGB meeting held on 28<sup>th</sup> June 2017. They had been added to GovernorHub.</b></p> <p><b>Action: Add 2017-18 terms of reference to school website. Completed.</b></p>	<b>SN</b>
<b>13.</b>	<p><b>EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)</b></p> <p>There had been meetings for both EPA Headteachers and EPA Chairs this week. Mike Laws and Sarah Kerswell are sharing the interim CEO role at the EPA. Merger plans are still in the very early stages. JS explained that there had been a deadline set to move to the due diligence stage in November. However, at this point, there is no certainty regarding what would happen next as negotiations are still underway.</p> <p>Governors considered briefly what might happen if this merger does not go ahead and the current situation in relation to the leadership of the EPA MAT.</p>	
<b>14.</b>	<p><b>Policies – for approval/adoption</b></p> <p>There were no policies to review.</p>	
<b>15.</b>	<p><b>GOVERNING BODY MATTERS</b></p>	
<b>15.1</b>	<p><b>DBS Checks</b></p> <p>It was confirmed that all Governors are now DBS checked. These should be renewed at least once every three years, so it was agreed that the school should monitor when Governors’ DBS checks should be renewed.</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.</p> <p>CT’s term of office ends on 19<sup>th</sup> November 2017. CT, with the agreement of the governing body, indicated that she would like to complete another term of office as a Director Appointed Governor.</p> <p>GP had contacted Beth Bedford, who informed her that the EPA Directing Board would consider/approve CT’s reappointment at their meeting on 5<sup>th</sup> October.</p>	
<b>15.3</b>	<p><b>Governor Training/Training Plan</b></p> <p>JS explained that the governing body have decided to undertake the Excellence In Governance training courses available from the Oxford Diocesan Board of Education.</p> <p>Governors agreed to divide the courses between them as follows:</p> <ul style="list-style-type: none"> <li>• HT Appraisal – JF and CT.</li> <li>• Role of Governing Body in an Ofsted Inspection – JS suggested that GSP could do this. CT also agreed to attend.</li> <li>• Becoming an Effective Governor – A Governor to volunteer please.</li> <li>• Managing and Understanding Data – TO.</li> <li>• SIAMS – JF.</li> <li>• RE and Collective Worship –AH or JF.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• HT Recruitment and Succession Planning – TO and CM.</li> <li>• Meeting Statutory Requirements – CM.</li> <li>• The Role of the Clerk – GP agreed to attend if she needs to. She has completed the clerking accreditation qualification, so JS would check whether GP should attend.</li> <li>• Safeguarding – JF.</li> <li>• Finance Matters – CM.</li> <li>• Being Chair of Governors – TO.</li> </ul> <p><b>Action: JS to draft a list of courses and attendees, then send to the governing body.</b></p>	JS
15.4	<p><b>Governor Monitoring Visits</b> Nothing to report.</p>	
15.5	<p><b>Governor Communication with stakeholders/community</b> There had been a meet the parents evening, which had gone very well.</p>	
15.6	<p><b>Foundation Governors' Update</b> JF reported that all is going well.</p>	
16.	<p><b>Items from Staff and School Council</b> <b>Staff</b> – Nothing to report.</p> <p><b>School Council</b> – SN reported that the School Council have met for the first time. Robert Courts, the local MP, is scheduled to attend a School Council meeting next week. SN would also like to ask them to consider what their targets are for this academic year.</p>	
17.	<p><b>Date of next LGB meeting: 29<sup>th</sup> November 2017</b> Matters to discuss at next LGB meeting:</p> <ul style="list-style-type: none"> <li>• Annual Safeguarding Report</li> <li>• Standing Orders</li> </ul> <p>The next Resources Committee meeting will be on <b>29<sup>th</sup> November 2017</b>.</p> <p>The next Performance and Standards Committee meeting will be on <b>14<sup>th</sup> November 2017</b>.</p>	

*The meeting closed at 8.00pm.*

*GP: 4<sup>th</sup> October 2017*

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