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# Freeland CE Primary School

*Aspiring and achieving together*

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## Freeland CE Primary School Local Governing Body Meeting 28<sup>th</sup> June 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), Glen Pascoe **(GSP)** (Parent), Hilary Caldicott **(HC)** (Director Appointed)\*, 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.	<b>Apologies for absence and welcome</b> Apologies were received from Alice Harden <b>(AH)</b> (Foundation) and Jane Lench <b>(JL)</b> (Staff), and accepted.	
2.	<b>Declarations of any business or pecuniary interests</b> None to declare.	
3.	<b>Election of Chair and Vice Chair / Review of Committee Membership and Delegation</b>	
3.1	The Clerk took the chair and invited nominations.  JS was nominated as Chair and accepted the nomination. JS left the room and Governors voted in favour of re-appointing JS as Chair for a one-year term.	
3.2	TO was nominated as Vice Chair. TO accepted the nomination and left the room. Governors voted in favour of reappointing TO as Vice Chair for a one-year term.  JS assumed the Chair.  JS informed Governors that HC would leave the governing body at the end of term. He thanked her on behalf of the governing body for her commitment and valuable contribution during her time as a Governor. Later, the Chair presented HC with a gift and card before she left the meeting.	
3.3	The Committee terms of reference and membership documents were available on GovernorHub before the meeting. Governors reviewed the membership and terms of reference. It was agreed that:  <ul style="list-style-type: none"> <li>- GSP would join the Staff Dismissal Appeal Committee</li> <li>- JF would join the Pay Committee</li> </ul>	

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	<ul style="list-style-type: none"> <li>- The New Buildings Committee would be added to the list</li> <li>- JF would be the SEND and Child Protection lead</li> <li>- CT would take over as More Able lead</li> </ul> <p>The Governor leads, committee membership, committee chairs and terms of reference for 2017-18 (in their agreed amended format) were <b>approved</b>.</p> <p>GP updated the document and uploaded them to GovernorHub.</p>	
4.	<p><b>Approval of Minutes of LGB meeting held on 24<sup>th</sup> May 2017</b></p> <p>The Minutes were agreed to be a true and accurate record, 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: Governors who have not yet completed a pen portrait for the website, please complete as soon as possible and send to SN.</b></p> <p><b>Action: TO and CM to upload Governor visit report to GovernorHub.</b></p>	<p>All, asap</p> <p>TO/CM</p>
5.	<p><b>Matters arising, not on Agenda</b></p> <p>Nothing to report.</p>	
6.	<p><b>Budget</b></p> <p>JS confirmed that a meeting is scheduled at which the budget will be considered and finalised. Governors will be contacted asking for their feedback and approval.</p> <p><b>Action: consider and approve budget.</b></p>	<p>All, by relevant deadline</p>
<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>Governors confirmed that they did not have any specific queries about the content of the report.</p> <p>SN stated that attendance has improved following distribution of the Ofsted report. Attendance will be addressed in the 2017-18 SDP.</p> <p>SN had contacted Governors earlier in the week regarding staffing. SN explained that Miss Hatt is leaving at the end of term. Due to Miss Hatt's departure being agreed close to the end of term, SN proposes to use supply teaching for the September to December term, with a view to recruiting a permanent member of staff to start in January 2018. SN has met a potential candidate for the supply position, who would like to work three days per week. She is visiting the school again on 10<sup>th</sup> July. SN will teach the class for a day and a half, and the remaining half-day is PPA time, covered by Ignite.</p> <p>SN informed Governors that Alex Morris is also leaving. Kate Gilbert will take on some of her work, and an internal advert would go out looking for existing members of staff who could take on the other parts.</p> <p>SN reminded Governors that it is Community Week this week. So far, pupils sung at Freeland House and helped to clean the Church.</p> <p>Data had been submitted to the LA earlier today. KS2 results will be issued on 4<sup>th</sup> July.</p>	

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<p><b>8.</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p>	<p><b>School Development</b></p> <p><b>School Development Plan (SDP)</b> – SN had posted the up to date, RAG rated SDP on GovernorHub before the meeting. She explained that there are a few outstanding items, but she has an action plan to address those items. SN and JJ are in the process of drafting next year’s SDP. SN would meet with the relevant Governor pairs for each SDP section to discuss each section in more depth. SN signified that the behaviour and welfare section would not require a significant amount of input. Outcomes could not be completed until the end of term, but the other sections could be considered and discussed before then.</p> <p><b>Action: Governors to contact SN by the end of term to organise meetings</b></p> <p><b>Self Evaluation Form (SEF)</b> – SN will look at the SEF over the summer, but indicated that she does not expect it to change significantly. SN told Governors that she is going to scrutinise any outstanding points in the 2016-17 SEF before determining the grades for the next school year. She also pointed out that the new staff members would need support when they start at the school in September, in order to maintain current high standards.</p> <p>SN explained that, now that the majority of EPA schools have had a recent Ofsted inspection, she has had an opportunity to read the different reports and compare the shorter inspection (as had taken place at Freeland) with the longer inspections that had been undertaken at other EPA schools. As the school would like to achieve an outstanding Ofsted grade, the path to attaining this must be considered carefully and supported by the content of the SEF and SDP.</p> <p><b>Governor Action Plan</b> – JS suggested that this should be reviewed at the first Performance and Standards Committee meeting in September/October. Governors could then determine whether it should be streamlined, possibly on a term-by-term basis, and how best to develop it. Governors agrees that the document has been useful in allowing Governors to monitor what they have achieved and what they should consider at what point during the school year.</p>	<p><b>Governor SDP leads/SN</b></p>
<p><b>9.</b></p>	<p><b>Boosting Pupil Numbers</b></p> <p><b>Publicity</b> SN explained that this matter was discussed at the last Performance and Standards Committee meeting.</p> <p>One proposal that had received a favourable response was a banner, which could be displayed outside the school, ‘advertising’ the school. SN invited Governors to let her have any suggestions in this respect. SN has asked Alex to add the banner to headed paper, newsletters etc. SN had looked at the Ofsted report but there were no suitable sound bites that could be transferred on to the banner. SN will continue to progress this idea.</p> <p>SN had also considered a joint advertising strategy with the preschool. A proposed format for the advertisement was shown to Governors at the meeting. Governors discussed where they could advertise in the local area, and slightly further afield, and how this could best be done.</p> <p><b>Preschool</b> SN informed Governors that, following the joint steering group meeting with preschool, she had received follow up correspondence proposing that the preschool could become part of the school in the future. Governors considered this. They agreed that there are obvious benefits, such as saving on</p>	

administration costs and increased continuity for pupils between preschool and foundation stage. It might also encourage parents to keep their children at the school following their preschool years. JS explained that the lease with the preschool was currently under consideration, which was a comparatively lengthy and complicated process. However, that would be not need to be done should the preschool come under the control of the school.

**Q.** Governors asked whether the lease brings any income to the school.

**A.** JS said that it does not, as the preschool only pays a nominal rent per year.

**Q.** Governors asked what are the risks to the school of taking on the preschool.

**A.** SN explained that the school would take on the costs of the preschool, and staffing would have to be provided by the school.

The Chair suggested that it would take around a year to reach a conclusion on this matter, due to various issues that have to be considered. The EPA would also be consulted about any such proposal. Governors considered the position relating to preschools in other EPA schools, along with the negative impact on the school of losing the preschool, should that happen in the future.

Governors **agreed** that they would like the school to continue to pursue this matter.

#### **After School Club**

SN informed Governors that she is also considering whether it is possible to offer after school childcare provision, and had started to explore available options. Possible option are:

- An after school club at Daffodils Nursery in Hanborough. Pupils could be transported there. Governors voiced some concerns about this option from health and safety and cost perspectives.
- Ignite Sports also offer after school clubs, although there would need to be a coordinator at the school.
- The existing provision could also be extended to 5.30 rather than 4.30. If the preschool joined the school, there would be a space that could be used for the after school club.

This is an area that has been considered previously. The Chair stated that the main issue was, and most likely still is, finding someone to run the club. Ignite would be a good option, although it is likely that not all pupils would want to participate in sport after school. The after school club in Hanborough appears to be the most viable option at present, although the school would need to absorb the transport cost. SN confirmed that there are many taxi and bus firms that have DBS checked drivers. If interest increases in the future, other options could then be considered.

**Q.** Governors asked whether childcare vouchers could be used.

**A.** SN said that she is not certain, although it is a query that should be investigated.

Governors intimated that it might be more desirable for parents if the club was started at the school, if that is where it will ultimately take place. However, Governors were reminded that there have been problems in the past when attempting to hold the club at the school. Governors queried whether there are parents in the area who do not send their children to the school because of the lack of after school provision. The Chair also reminded Governors that after school clubs must have some Ofsted provision, whereas breakfast clubs do not. Governors suggested that there should be some method of finding out who

	<p>would take up the offer of an after school club. Governors spoke about the reasons that the breakfast club has stopped at school in the past, the principal ones being that there was not a core group of pupils who attended the breakfast club during the week, and it was difficult to manage.</p> <p><i>*HC left the meeting at 7.50pm.</i></p> <p>Governors spoke about the gains for the school via funding if there are more pupils, against the short-term costs of after school care. SN suggested that current after school club provision could be increased relatively easily. Governors agreed that that would be a good way to test the water and gauge parental interest in after school provision. Governors also agreed that the approach the school adopts must be consistent over the next year, in that it should be made clear to parents that it is a trial running initially for a year and hopefully longer. It was that any repercussions from clubs being stopped in the future would be borne by SN and the staff.</p> <p><i>*CT left the meeting at 8.05pm.</i></p> <p>Governors returned to consider approaching Ignite Sports about the after school club. It was noted that it a member of staff would need to be in the school until 5.30pm. There would have to be a minimum number of pupils attending to breakeven. Pupil premium funds could be used should any pupils in receipt of it wish to join the after school club.</p> <p><b>Action: contact Ignite Sports about the after school club to see what they can provide.</b></p>	SN
<b>10</b>	<b>Committee Reports</b>	
<b>10.1</b>	<p><b>Curriculum &amp; Standards Committee – a meeting was held on 6<sup>th</sup> June.</b></p> <p>TO reported that:</p> <ul style="list-style-type: none"> <li>• Donna Keeber had attended to speak about Foundation Stage and RE.</li> <li>• There was a discussion about school data.</li> <li>• The letter sent to parents about next year’s year classes was also discussed.</li> </ul> <p>The date of the next meeting is <b>14<sup>th</sup> July.</b></p>	
<b>10.2</b>	<b>Resources Committee – the next meeting will be held on 18<sup>th</sup> July.</b>	
<b>11.</b>	<p><b>EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)</b></p> <p>SN reported that Andy Hamilton is retiring. He is leaving at the end of the school year.</p> <p>The potential merger with another Multi Academy Trust is still under discussion.</p>	
<b>12.</b>	<p><b>Policies – for approval/adoption</b></p> <p>There were no policies to review.</p>	
<b>13.</b>	<b>GOVERNING BODY MATTERS</b>	
<b>13.1</b>	<p><b>DBS Checks</b></p> <p>It was confirmed that all Governors are now DBS checked.</p>	

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13.2	<p><b>Governor Vacancies/Terms of Office Ending</b>  There are currently four Director Appointed Governor vacancies (following HC's resignation) and one Parent Governor vacancy. The Chair emphasised that there should be an effort to recruit more Director Appointed Governors.</p> <p>No terms of office end this term. CT's term of office ends on 19<sup>th</sup> November 2017.</p>	
13.3	<p><b>Governor Training/Training Plan</b>  Nothing to report.</p>	
13.4	<p><b>Governor Monitoring Visits</b>  Nothing to report.</p>	
13.5	<p><b>Governor Communication with stakeholders/community</b>  Nothing to report.</p>	
13.6	<p><b>Foundation Governors' Update</b>  Nothing to report.</p>	
14.	<p><b>Items from Staff and School Council</b></p> <p><b>Staff</b> – Governors asked whether staff felt that the open afternoon held recently at the school was successful. JJ and SN confirmed that it had gone very well and was well attended.</p> <p><b>School Council</b> – SN reported that, recently, the School Council met the area manager for Food And More. Following pupil feedback about the menu, the area manager is creating a bespoke menu for the school and is visiting on Monday to meet with the School Council.</p>	
15.	<p><b>Dates of 2017-18 LGB meetings: tbc</b>  The Clerk reported that EPA clerks are going to meet during the week commencing the 3<sup>rd</sup> July to set the dates for the 2017-18 LGB meetings. She will let Governors know the proposed dates as soon as possible.</p> <p><b>Action: send Governors 2017-18 LGB meeting dates</b></p> <p>The next Resources Committee meeting will be on 18<sup>th</sup> July.</p> <p>The next Performance and Standards Committee meeting will be on 14<sup>th</sup> July.</p>	GP, asap

The meeting closed at 8.30pm.

GP: 28<sup>th</sup> June 2017

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