



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 24th May 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: Angela Brame **(AB)** (SENCo)* and Gemma Peace **(GP)** (Clerk).

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

Item	Item title	Action/W ho/ By when
1.	<p>Apologies for absence and welcome Apologies were received from Alice Harden (AH) (Foundation) and Jane Lench (JL) (Staff), and accepted.</p>	
2.	<p>Declarations of any business or pecuniary interests None to declare.</p>	
3.	<p>Report to Governors from SENCo</p> <p>The Chair welcomed AB to the meeting.</p> <p>AB reported that:</p> <ul style="list-style-type: none"> • TAs have been trained to use maths resources to assist SEN pupils’ learning. This has had positive results, although these are yet to feed through to Target Tracker data. • TO and CM had carried out a learning walk with AB, which included a mini book scrutiny. Feedback had been given to staff. • From September 2016, TAs have been involved in pupil progress meetings. AB confirmed that she meets teachers the week before the meetings, so that preparation can be carried out to enable interventions to be fully analysed and discussed at the meetings. • There has been an increase in the number of SEN pupils at the school (there are now 13 on the register). This is a direct result of evidence gathering, as pupils have been added to the register on the basis of evidence collected. • New pupils with SEN needs have joined the school, and are already showing good progress. • AB has worked with Bartholomew School to assist with the transition of SEN pupils to secondary education. • The Primary Child and Adolescent Mental Health Service (PCAMHS) has been involved with SEN pupils, where appropriate, and provided training for the SENCo’s. 	

Chair of Governors: Date:

	<ul style="list-style-type: none"> • AB has attended Lego therapy training with a speech and language therapist. This is a very useful resource and can also be used for nurture interventions. • AB described instances where the Educational Psychologist has been consulted and how this has impacted on progress. • An EPA Headteacher (who was formerly a SENCo) has offered to provide behaviour management training for SENCo's. A member of staff at Bartholomew is a specialist in autistic needs and has also offered to provide training for the primary school SENCo's. • AB confirmed that she attends meetings of the EPA SENCo's along with attending the Witney Partnership SENCo meetings. She also attends an Oxfordshire wide SENCo forum, and shares relevant information gleaned from the meetings with staff. • AB agreed to provide Governors with a report for the first LGB meeting of the 2017-18 academic year, detailing progress made by SEN pupils this year. <p>Action: Add SEN report to September/October LGB meeting agenda.</p> <p>Q. Governors asked what AB would do to support the new teacher who is joining the school shortly.</p> <p>A. AB explained that she would ensure that she has a meeting with the new teacher when they visit the school, the focus of which will be on pupil needs in the new teacher's class. She will also assure the new teacher that she will offer support whenever necessary.</p> <p>Q. Governors asked if there is anything else by way of support that AB requires from the governing body.</p> <p>A. AB thanked the Governors for their continued support, and assured Governors that she would inform them if there is anything else that she feels is needed to support SEN pupils at the school. AB has already sent SN a list of school wide resources that she feels would be useful.</p> <p>Q. Governors queried how long it could take to gather evidence before putting a pupil on the SEN register, and whether it has always been a requirement to do this before pupils are placed on the register.</p> <p>A. AB informed Governors that the amount of evidence gathered depends on the circumstances of individual pupils. However, even before pupils are added to the register, they receive suitable help and interventions. 2014 guidance states that class teachers and the SENCo must gather evidence before pupils can be put on the register.</p> <p>HC, as SEN lead Governor, stated that she was not wholly aware (before reading the Ofsted report), that there is a link between SEN pupils and attendance. This suggests that SEN pupils often encounter a complex set of circumstances outside school. HC suggested that Governors should monitor this.</p> <p>Governors thanked AB for attending the meeting and reporting to them, and for her work with SEN pupils.</p> <p><i>*AB left the meeting at 6.55pm.</i></p>	GP
4.	<p>Approval of Minutes of LGB meeting held on 4th April 2017</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>Action: Governors who have not yet completed a pen portrait, please complete as soon as possible and send to SN.</p> <p>Action: SN and CM to meet to discuss visits from people of different faiths.</p>	<p>All, asap</p> <p>CM/SN</p>
5.	<p>Matters arising, not on Agenda Nothing to report.</p>	
	<p>SCHOOL IMPROVEMENT</p>	
6.	<p>Ofsted</p> <p>Ofsted had inspected the school on 3rd May. The report had been posted on GovernorHub and shown to the teachers, although it had not yet been distributed to the wider community. It will go live on the Ofsted website on 31st May. SN said that she wished to share it with parents by the end of the week.</p> <p>Governors noted that it was a very encouraging report and they wished to thank the staff for the tremendous effort that has been put in to reach this point. SN said that the whole process was very positive, staff felt very involved and the Inspector commented on how smoothly the inspection had gone. The support between staff members and from the Governors was excellent. Parents were also very supportive and twenty one responses had been posted on Parentview.</p> <p>SN reported that Andy Hamilton had expressed his congratulations to the school and governing body.</p> <p>SN explained that the next step is to share the report with parents. She had considered extracting some highlights from the report. Governors agreed that there should be a special newsletter this Friday, containing the highlights as suggested, and Governors would also their own paragraph to the newsletter. A link to the report would also be included.</p> <p>Governors agreed that it should be emphasised that the overall school strategy and content of the SDP will aim to move the school to outstanding. JS suggested that the governing board should aspire to move their leadership to outstanding, which could be achieved using various tools, such as the Healthcheck. Over the next couple of years, the school should aim to rate certain areas of the SEF as outstanding.</p> <p>Action: SN will send the draft newsletter to Governors on Thursday, before it is sent to parents on Friday. Governors can send any comments they have to SN on Thursday. Completed. JS will draft the Governor section of the newsletter and add it to GovernorHub on Thursday evening. Completed.</p>	<p>SN/JS, by Thurs evening</p>
7.	<p>Headteacher's Report (to include safeguarding/health and safety update)</p> <p>SN reported that the Ofsted inspector had spoken to her about attendance, especially in relation to SEN pupils. SN was able to give the inspector evidence of what the school has done to deal with this issue. SN assured Governors that the letters that she has sent out to pupils with absence below 90% have had a positive effect.</p> <p>SN agreed to alter the attendance part of the Headteacher's report to focus on specific groups of pupils.</p>	

Chair of Governors: Date:

	<p>SN said that the wine and cheese evening, at which the 5 year plan was shown to parents, was very well attended. There was an optimistic atmosphere at the meeting and teachers and parents interacted well. Parental feedback included the fact that they believe newsletters are informative and interesting. The childcare provided was praised. School trips were more exciting. Four people had signed up to the new buildings committee (chaired by GSP).</p> <p>SN confirmed that there are plans for a ‘Meet the Teacher’ style event in September. Governors also agreed that there should be another meeting, like the recent cheese and wine evening, towards the end of the next school year, with a clear focus.</p> <p>SN spoke about pupil numbers, which has had a direct impact on the school budget. She had spoken to JS about whether there was anything that the school could do to encourage people to send their children there. Governors suggested working closely with the preschool in relation to this matter. Scott’s House, a local nursery, is closing, which could lead to more children being sent to Freeland Preschool. Governors agreed that the school should work with the preschool to devise methods of attracting children and parents to the preschool and school. A preschool representative attends the mother and toddler group in the village. Governors spoke about potential means by which the school could publicise itself in the village, at the toddler group, and at the village hall.</p> <p>Governors also discussed the lack of wraparound care at the school. SN informed Governors about the limitations of the space at the school. Governors had previously considered this matter and they spoke about the historical attempts to launch a breakfast club at the school. SN stated that the only viable space for an after school club is the preschool area. There have also been issues with finding someone to run an after school club. However, if the proposed school building extension goes ahead, there would be space for an after school club.</p> <p>Governors suggested that some Governors could meet with the preschool leaders to discuss this matter at a future date.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>School Development</p> <p>School Development Plan (SDP) – SN confirmed that the SDP is still in the RAG rated format and the school continues to be on track to achieve the objectives. Next year’s SDP is being drafted.</p> <p>Self Evaluation Form (SEF) – This was reviewed before Ofsted visited so is up to date.</p> <p>Governor Action Plan – This had been updated at a recent Performance and Standards meeting.</p>	
<p>9.</p>	<p>5 Year Plan Update</p> <p>This has been shared with the community and is on the school website.</p> <p>A Committee has been established to deal with the building work detailed in the 5 year plan. Names were detailed in the recent newsletter. This is to be a standing item and GSP will report back to the governing body regularly.</p>	
<p>10.</p>	<p>Committee Work and Reports</p>	

Chair of Governors: Date:

<p>10.1</p> <p>10.2</p>	<p>Curriculum & Standards Committee – The meeting had been postponed due to the Ofsted visit. It will be held on 6th June.</p> <p>Resources Committee – Minutes of meeting held 24th May 2017, before LGB meeting Minutes had not been circulated as the meeting had just taken place. Governors at the LGB meeting had been present at that meeting.</p> <p>Action: Minutes of the Resources Committee meeting to be posted on GovernorHub once approved.</p>	<p>CM</p>
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>EPA Multi-Academy Trust (MAT) – update/issues (Standing Item)</p> <p><i>AGM</i> – This was held at Bartholomew School on 4th May. JS reported that it went very well and the staff presence was very helpful.</p> <p><i>Expansion Proposals</i> – There is a proposal that the EPA MAT will merge with another MAT. Governors do not have any questions in relation to this proposal at present, but will monitor any developments.</p>	
<p>12.</p>	<p>Policies – for adoption and approval</p> <p>The following policies, which were to be discussed at the postponed Performance and Standards Committee meeting were approved at the meeting, subject to any alterations detailed below:</p> <ul style="list-style-type: none"> • Staff Code of Conduct Policy • Staff Dignity at Work Policy • Staff Disciplinary Policy • Staff Grievance Policy <p>Governors discussed the social media wording relating to staff being friends with pupils on social media (in the Staff Code of Conduct Policy). This was seen to preclude staff being friends with an immediate family relation (such as their own child, who might be a pupil). SN agreed to add wording to the policy to permit social media friendships if the pupil is a close relative.</p> <p>The Grievance Policy was also amended so that the Chair was not the point of contact for staff grievance and whistleblowing. Governors agreed that GSP should be the lead Governor for grievances and whistleblowing.</p> <p>Action: make amendments detailed to Code of Conduct and Grievance Policies</p>	<p>SN, completed</p>
<p>13.</p>	<p>School Website/Governor Pages</p> <p>Pen portraits are still required from most Governors (see minute 4 above).</p>	
<p>14.</p>	<p>GOVERNING BODY MATTERS</p>	
<p>14.1</p>	<p>DBS Checks</p> <p>It was confirmed that all Governors are now DBS checked.</p>	
<p>14.2</p>	<p>Governor Vacancies/Terms of Office Ending</p> <p>There are currently three Director Appointed Governor vacancies and one Parent Governor vacancy.</p> <p>No terms of office end this term.</p> <p>Governors agreed that the school should try to recruit more Governors to join</p>	

Chair of Governors: Date:

	<p>the board. SN will put a message in the Grapevine and the Witney Gazette, at the same time as publicising the Ofsted report. The local toddler groups could also be contacted.</p> <p>Action: Place advertisement for Governor positions in local media.</p>	SN, asap
14.3	<p>Governor Training/Training Plan</p> <p>The Performance and Standards Committee will consider the training plan.</p> <p>GSP had attended induction training. He agreed to upload the presentation from the training onto GovernorHub.</p> <p>Action: upload training materials to GovernorHub.</p> <p>Governors agreed that they should upload any training materials under the relevant tab on GovernorHub.</p>	GSP, and all Governors for future training
14.4	<p>Governor Monitoring Visits</p> <p>TO and CM will draft a report for the maths learning walk.</p> <p>HC is waiting for AB to comment on her report for the SEN visit.</p> <p>Action: Reports to be placed on GovernorHub once approved.</p>	TO, CM, HC asap
14.5	<p>Governor Communication with stakeholders/community</p> <p>JS, GSP and SN had attended the recent Parish Council meeting.</p>	
14.6	<p>Foundation Governors' Update</p> <p>JF suggested that she could prepare a report for any visits that she carries out in relation to the church and local community. JF would draft a form that can be used for this – SN will send JF the form that the school uses for collective worship evaluation.</p> <p>Action: Send form to JF and draft form for foundation governor reports.</p>	SN, JF asap
15.	<p>Items from Staff and School Council</p> <p>Staff – nothing to report.</p> <p>School Council – nothing to report.</p>	
16.	<p>Dates of remaining LGB 2016-17 meetings: 28th June 2017</p> <p>The next Resources Committee meeting will be on 28th June at 6.00pm.</p> <p>The next Performance and Standards Committee meetings will be on Tuesday 6th June at 6.00pm, then 18th July at 6.30pm. SN to invite Donna Keeber to attend the June meeting.</p> <p>Action: Donna Keeber to be invited to attend P&S committee meeting.</p>	SN, asap

The meeting closed at 8.15pm.

GP: 24th May 2017

Chair of Governors: Date: