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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 4<sup>th</sup> April 2017, at 6.30pm, at the School

**Attendance:** Sarah Nickelson (**SN**) (Headteacher), Caroline Taylor (**CT**) (Director Appointed), Jon Jeffries (**JJ**) (Staff), Jane Lench (**JL**) (Staff), Janet Faulkner (**JF**) (Foundation)\*, Julian Soanes (**JS**) (Parent) (Chair), Glen Pascoe (**GSP**) (Parent), Catrin Moore (**CM**) (Parent) and Toby O'Neil (**TO**) (Parent) (Vice Chair).

**In attendance:** Tracy Tacon (**TT**) (Staff Literacy Lead)\* and 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 Hilary Caldicott ( <b>HC</b> ) (Director Appointed) and accepted.	
2.	<b>Declarations of any business or pecuniary interests</b> None to declare.	
3.	<b>Report to Governors from Literacy Lead</b>  The Chair welcomed TT to the meeting.  TT reported that: <ul style="list-style-type: none"> <li>• Her literacy action plan aims to increase the number of pupils attaining more than five progress points in one year.</li> <li>• The school is using 'Big Write' as a means by which to increase progress in writing across the school, and staff attended Big Write training on an Inset Day.</li> <li>• Parental involvement has increased, in that discussion of the talk topic for Big Write is part of pupils' homework.</li> <li>• Governors discussed how the talk topics are communicated to parents. Governors can also make suggestions for Big Write topics.</li> <li>• Teachers have been asked to identify pupils who have made the most progress in Big Write over the school year, and provide evidence of this for TT.</li> <li>• TT explained that, once staff have considered the impact of the initiative over the school year, they will decide how to develop Big Write from September 2017.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• A staff evaluation of Big Write has been undertaken, which resulted in some useful suggestions. Subtle changes have already been made to improve it over the year. Teacher motivation has also been considered.</li> <li>• SN and TT are going to visit another primary school that uses a creative curriculum to improve learning in all areas, to see whether there are any ideas that can be used in relation to literacy at Freeland.</li> <li>• TT explained that James Bird has spoken to core subject leaders across the EPA about how to embed their subjects.</li> <li>• SEND pupils, in particular, have been helped by the continuous cursive handwriting taught at the school. It has also contributed to improved presentation in books.</li> <li>• TT detailed ways that more able pupils are challenged using spellings and in other forms of writing and grammar.</li> <li>• Grammar training was held for all staff on a recent Inset Day.</li> <li>• EPA meetings have focused on levelling of writing assessment, to ensure consistency across the EPA schools. Year 2 and year 6 work has been moderated.</li> <li>• The School is above national average for progress at this point in the year. In writing, 81% of pupils are working at the required standard and 25% of pupils are working above the required level, and 41% are working above in reading, and 84% within the required standard. Those percentages are all above national averages.</li> </ul> <p>Governors thanked TT for her hard work throughout the school year and her time spent at the meeting.</p> <p><i>*TT left the meeting at 7.00pm.</i></p> <p><i>There was a break in the LGB meeting between 7.00pm and 7.20pm to enable the Resources Committee meeting to conclude.</i></p>	
4.	<p><b>Approval of Minutes of LGB meeting held on 1<sup>st</sup> February 2017</b> The Minutes and Confidential 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: CM agreed to add today’s Resources Committee minutes to GovernorHub once drafted and approved.</b></p> <p><b>Action: Governors who have not yet completed a pen portrait for the website, please do so.</b></p> <p><b>Action: CM to arrange a meeting with SN to discuss policies.</b> This had not taken place, but SN and CM confirmed that policies are up to date.</p> <p><b>Action: GSP to add health and safety walk around report to GovernorHub.</b></p>	<p><b>CM, asap</b></p> <p><b>All, asap</b></p> <p><b>GSP</b></p>

5.	<b>Matters arising, not on Agenda</b> Nothing to report.	
<b>SCHOOL IMPROVEMENT</b>		
6.	<b>Headteacher's Report (to include safeguarding/health and safety update)</b> The Report was available on GovernorHub before the meeting for Governors to read.  SN said that, although whole school attendance is very good, there are certain pupils that she is concerned about. She will continue to promote the importance of good attendance. However, she thinks that there will be more holiday request forms next term. She is considering whether there should be an incentive for whole class attendance across the school. SN will send letters to parents whose children have poor/unauthorised attendance.  Pupils had completed a pupil questionnaire this week. SN handed out the results at the meeting for Governors to consider. Overall, the results were incredibly positive. 95% of pupils feel safe at school, 95% agreed that teachers expect good quality work, and 96% agreed that their teachers praise/reward them. 19% of pupils had stated that they were not sure whether teachers try to stop children who sometimes act like bullies. Governors discussed this. SN had posted an anti-bullying assessment for the school on GovernorHub before the meeting, which HC and SN had met and discussed (this had a positive outcome and actions had been agreed).  SN informed Governors that information about Prevent is now available to parents on the school website.	
7.	<b>School Development</b>  <b>7.1 School Development Plan (SDP)</b> – The updated, RAG rated, SDP was available on GovernorHub before the meeting. JJ and SN had met to discuss this last week. SN confirmed that the school is on target to complete the relevant aims in the SDP. SN said that there is evidence of more outstanding teaching and learning across the school, which is very encouraging. SN feels that the staff have really grasped how to challenge pupils and enrich their learning. JF and SN had carried out a behaviour pupil voice session with pupils. It demonstrated that the Behaviour Policy is working and pupils can explain what should be done if they witness poor behaviour.  SN plans to begin drafting the 2017-18 SDP before the end of this term.  <i>*JF left the meeting at 7.45pm.</i>  <b>7.2 Self Evaluation Form (SEF)</b> – This was also available on GovernorHub. SN explained that personal development, welfare and behaviour is now judged to be good with many outstanding features. Overall, the SEF grades the school as 'good.'	

7.3	<p><b>Governor Action Plan</b> – this will be discussed at the next Performance and Standards Committee meeting.  <b>Action: add Action Plan to May P&amp;S Committee agenda.</b></p>	TO
8.	<p><b>Governor Health Check</b></p> <p>This document had been updated in February 2016. Governors had agreed to re-visit it annually.</p> <p>Governors discussed the Healthcheck document in detail. <i>(See <b>Healthcheck questions and the answers agreed by Governors at end of minutes</b>).</i></p>	
9.	<p><b>British Values</b></p> <p>SN led training for Governors during the meeting. She had posted slides onto GovernorHub so that Governors were able to view them before the meeting. SN took the Governor through the slides at the meeting, explaining key terminology and the different features of British Values. Governors discussed how the school could demonstrate tolerance of those with different faiths and beliefs. Governors also noted that, as the school is linked with the church, a lot of the British Values are already embedded.</p> <p><b>Q.</b> Governors asked whether SN would like visitors from different faith groups to visit the school to speak to pupils.  <b>A.</b> SN confirmed that she would.</p> <p><b>Action: CM to contact SN in relation to this.</b></p>	CM
10.	<p><b>Pupil Premium and Sports Funding Update</b></p> <p>SN had posted a Pupil Premium termly tracking document for Governors on GovernorHub. Governors confirmed that they had seen the document and did not have any queries at present.</p>	
11.	<p><b>Annual Report from the Designated Teacher for Looked After Children (LAC)</b></p> <p>There are currently two LAC at the school. JJ is the Designated Teacher at the school and had posted his report on GovernorHub before the meeting.</p>	
12.	<p><b>5 Year Plan Update</b></p> <p>The 5 Year Plan had been discussed in detail at the February LGB meeting. Governors considered communication with parents and the wider community in this respect.</p> <p>SN and GSP will attend the next Parish Council meeting in late April to talk about the school's 5 Year Plan.</p> <p>There will be a cheese and wine evening in May where the ideas contained in the Plan will be conveyed to parents and the community.</p>	

<b>13.</b>	<b>Committee Work and Reports</b>	
<b>13.1</b>	<b>Curriculum &amp; Standards Committee – Minutes of meeting held on 21<sup>st</sup> February 2017</b> Minutes previously circulated and contents noted.	
<b>13.2</b>	<b>Resources Committee – Minutes of meeting held 4<sup>th</sup> April 2017, before LGB meeting</b> Minutes had not been circulated as the meeting had just taken place. Governors at the LGB meeting had been present at that meeting.	
<b>14.</b>	<b>EPA Multi-Academy Trust (MAT) – update/issues (<i>Standing Item</i>)</b>  SN reported that the EPA AGM would be held on 4 <sup>th</sup> May at Bartholomew School. All Governors are invited.  JS had attended a Chair of Governors meeting last night. The Chairs' meetings are likely to be formalised in the future.	
<b>15.</b>	<b>Policies – for adoption and approval</b>  None to approve.	
<b>16.</b>	<b>School Website/Governor Pages</b>  See action at minute 4, above.  <b>Action: Send approved 2016-17 LGB minutes to Alex to add to website. Completed.</b>	<b>GP</b>
<b>17.</b>	<b>GOVERNING BODY MATTERS</b>	
<b>17.1</b>	<b>DBS Checks</b> It was confirmed that all Governors are now DBS checked.	
<b>17.2</b>	<b>Governor Vacancies/Terms of Office Ending</b> There are currently three Director Appointed Governor vacancies and one Parent Governor vacancy.  No terms of office end this term of next term.	
<b>17.3</b>	<b>Governor Training/Training Plan</b>  A Prevent audit had been carried out at the school and the results were available on GovernorHub before the meeting.  Governors had attended Ofsted training.	
<b>17.4</b>	<b>Governor Monitoring Visits</b>  CM and TO had visited on 17 <sup>th</sup> March to discuss Assessment Point 2 data linked to the SDP, and their report was on GovernorHub.  Governors were reminded to post visit reports on GovernorHub once they have been drafted and reviewed.	

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17.5	<b>Governor Communication with stakeholders/community</b> See minute 12 above.	
17.6	<b>Foundation Governors' Update</b> Nothing to report.	
18.	<b>Items from Staff and School Council</b>  <b>Staff</b> – nothing to report.  <b>School Council</b> – nothing to report.	
19.	<b>Dates of remaining LGB 2016-17 meetings:</b> <b>24<sup>th</sup> May 2017</b> 28 <sup>th</sup> June 2017  The next Resources Committee meeting will be on 24 <sup>th</sup> May 2017 at 6.00pm.  The next Performance and Standards Committee meeting will be on 2 <sup>nd</sup> May 2017 at 6.30pm.  <b>Action: Donna Keeber to be invited to attend May LGB meeting and her attendance to be added to the agenda. Completed.</b>	<b>GP</b>

The meeting closed at 8.47pm.

GP: 4<sup>th</sup> April 2017