



Eynsham Partnership Academy
 A charitable limited company
 Registered in England & Wales.
 Company number: 07939655

Freeland CE Primary School

Aspiring and achieving together

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Freeland CE Primary School Local Governing Body Meeting 1st February 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), Hilary Caldicott (**HC**) (Director Appointed), Julian Soanes (**JS**) (Parent) (Chair), Glen Pascoe (**GSP**) (Parent)*, Catrin Moore (**CM**) (Parent) and Toby O’Neil (**TO**) (Parent) (Vice Chair).

In attendance: Andy Hamilton (**AH**) EPA CEO and Gemma Peace (**GP**) (Clerk).

The meeting was quorate and was opened at 6.45pm by the Chair.

Item	Item title	Action/ Who/ By when
1.	Apologies for absence and welcome Apologies were received from Alice Harden (AH) (Foundation), and accepted.	
2.	Declarations of any business or pecuniary interests None to declare.	
3.	Approval of Minutes of LGB meeting held on 30th November 2016 The Minutes were agreed to be a true and accurate record, were signed by the Chair and filed at the School. Actions not referred to from the previous minutes have been completed. Action: CM agreed to add the last set of Resources Committee minutes to GovernorHub. Action: Governors who have not yet completed a pen portrait, please do so.	CM, asap All, asap
4.	Matters arising from the Minutes of 30th November 2016, not on Agenda Nothing to report.	
5.	Ofsted ready? SN explained that, following the training session she had attended about Ofsted led by James Bird (SIO), so she would like to ensure that there are two or three Governors who are likely to be available	

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	<p>should Ofsted visit.</p> <p>Governors agreed that the first Governors to contact, in the event of an Ofsted inspection, would be JS, TO and HC. Should any of those Governors not be able to attend, Governors agreed that CM and CT would be contacted, then GSP and JF.</p> <p>JS reported that Ofsted training for the governing body has been scheduled for March, with Frances Bartlett. Action: JS will let Governors know a date for the training once he has been informed.</p> <p>JJ agreed that his Ofsted ready presentation would be available for Governors. Governors also suggested that it would be useful to create an Ofsted folder on GovernorHub, and a hard copy file at the school. Action: create an Ofsted area at the school where Governors can access relevant information.</p> <p><i>*GSP arrived at 7.00pm.</i></p>	<p>JS, asap</p> <p>SN and JJ, asap</p>
	SCHOOL IMPROVEMENT	
6.	<p>Headteacher's Report (to include safeguarding/health and safety update) The Report had been previously circulated.</p> <p>SN reported that staff have undertaken relevant medical training.</p> <p><i>Governors had a confidential discussion at this point.</i></p> <p>JF commented that she thought that the art exhibition was excellent and demonstrated mutual respect between children and adults for each other's work. CT also attended and said that she was impressed with the detail contained in the children's work. JS thanked JF and CT for their attendance at and support of the event.</p> <p>SN informed Governors that she continues to monitor attendance closely at the school.</p> <p>The Report contained a detailed monitoring section. Governors agreed that it was very helpful to include this in the Report, and thanked SN for the time that she devotes to preparing this each term.</p> <p>Health and safety had been considered at the Resources Committee meeting held before the LGB meeting.</p> <p>Pupil Premium Strategy Statement – SN had posted the document on GovernorHub for Governors to view before the meeting. There were no questions from Governors about this.</p>	
7.	School Development	
7.1	School Development Plan (SDP) – SN is RAG rating the SDP and has asked staff subject leads to do the same. SN confirmed that the SDP is being adhered to.	

festival), and that event could incorporate the introduction of the Plan. Governors agreed that it is important that all available community groups are invited to such an event.

JS told Governors that one aspect of the Plan involves development of school buildings. An architect has been consulted in relation to what could be done to improve the facilities at the school. The EPA has also been consulted and there have been initial meetings with the Parish Council. JS and SN would like to launch this project at the Parish Council AGM in April.

Drawings of the proposed developments were shown to Governors at the meeting. The plans incorporate a new hall/sports facility for the school/community, incorporating kitchen and toilet facilities. This could help to attract some funding from outside the school. There would be an additional classroom at the school and a new reception area. The existing kitchen could become a staff room and the existing staff room and hall could be used as extra classroom space. There would also be additional space for a library or nurture room, a new playground area and staff car park, and a parking/drop off area for parents. Governors discussed the current issues surrounding parking at the school. JS explained that the school is considering what fundraising events could be held to raise money for the proposed build. The issue of flooding on the field would also be addressed.

The architect will be engaged again and the Parish Council has provided money for drawings to be produced. JS explained that, once the project has been publicised, the wider community could assist with fundraising. Governors also suggested that a copy of the 5 Year Plan should be available to view at the Parish Council AGM. Governors commented that they hope that the plans would attract new pupils to the school.

Q. Governors asked if there were plans to increase the number of pupils at the school.

A. SN said that there are no plans at present to expand but, if the proposed extension goes ahead, there would be room to do so should that be required in the future. If another classroom is built, and the foundation classroom replaced with a more up to date building, there would be one classroom per year group.

Q. Governors asked how much it is likely to cost and whether there have been similar plans at local schools.

A. JS said that it is likely that it would cost between £500,000 and £1,000,000. There was the development of the sports hall at Bartholomew (although on a much larger scale), and the architect they have spoken to has experience of designing school expansion plans.

Governors **agreed** to continue with the Plan, as discussed at the meeting, and the proposed developments.

Action: add to agenda for discussion at the next LGB meeting. Completed.

GP

10.	Committee Work and Reports	
10.1	<p>Curriculum & Standards Committee – Minutes of meeting held on 13th December 2016 Minutes previously circulated and contents noted.</p> <p>TO explained that there had been a full discussion about the Assessment Point 1 data. SN confirmed that she has done a substantial amount of work following that, which will be discussed at the next Committee meeting.</p> <p>Governors agreed that the point in the Performance and Standards terms of reference regarding trips would be moved to the Resources terms of reference.</p>	
10.2	<p>Resources Committee – Minutes of meeting held 1st February 2017, before LGB meeting Minutes had not been circulated as the meeting had just taken place. The majority of Governors at the LGB meeting had been present at that meeting.</p> <p>Action: distribute the minutes and place them on GovernorHub.</p>	CM
11.	EPA Multi-Academy Trust (MAT) – update/issues (Standing Item) – see minute 12 below.	
12.	<p>Policies – for adoption and approval AH had attended the start of the LGB meeting to speak to Governors about the approach the EPA has adopted towards policies and procedures for member schools.</p> <p>The EPA had distributed a Common Statement for adoption by EPA schools on policies and procedures. A copy of this is appended to these minutes. The governing body agreed to adopt the motion contained in the common statement and the Chair signed the document at the meeting.</p> <p>SN said that the Curriculum Policy and ICT Acceptable Use policies are being reviewed.</p> <p>Action: arrange a meeting with SN to discuss policies.</p>	CM, asap
13.	<p>School Website/Governor Pages</p> <p>Some Governors had submitted pen portraits to JS and the school office, to add to the Governor pages.</p> <p>Action: draft a pen portrait for the website and send to SN/JS.</p>	All, asap
14.	GOVERNING BODY MATTERS	
14.1	<p>Governor Code of Practice 2016-17 This was available on GovernorHub before the meeting. Governors approved the code.</p>	
14.2	Standing Orders	

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	These were available on GovernorHub before the meeting. Governors approved the Standing Orders.	
14.3	DBS Checks It was confirmed that all Governors are now DBS checked.	
14.4	Governor Vacancies/Terms of Office Ending There are currently three Director Appointed Governor vacancies and one Parent Governor vacancy. JS confirmed that he is always happy to receive feedback relating to issues arising from Governors' workload. Governors should also let him know if they are aware of anyone who wishes to join the governing body, possibly as a Director Appointed Governor. Governors agreed that the vacancies should be publicised at the Parish Council AGM.	
14.5	Governor Training/Training Plan GSP attended Governor Induction Training on 21 st January 2017. Governors had attended a briefing session with James Bird. Governors were reminded that they should record any training they have attended on GovernorHub.	
14.6	Governor Monitoring Visits CT – completed a pupil premium visit. HC and JF – completed a SEN visit. TO and CM – met with SN before Christmas to discuss Assessment Point 1 data. GSP – completed a health and safety walk around with SN. Action – complete visit forms and post on GovernorHub, if not already done.	CT, HC, JF, TO, GSP
14.7	Governor Communication with stakeholders/community There was nothing to report.	
14.8	Foundation Governors' Update Nothing to report.	
15.	Items from Staff and School Council Staff – nothing to report. School Council – nothing to report.	
16.	Dates of remaining LGB 2016-17 meetings: 22nd March 2017 24th May 2017	

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	<p>28th June 2017</p> <p>The next Resources Committee meeting will be on 22nd March 2017 at 6.00pm.</p> <p>The next Performance and Standards Committee meeting will be on 21st February 2017 at 6.30pm.</p> <p>Action: Donna Keeber to be invited to attend March LGB meeting, British Values to be added to March LGB agenda. Completed.</p>	<p>GP/SN</p> <p>GP</p>
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The meeting closed at 8.20pm.

GP: 1 February 2017

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Eynsham Partnership Academy Trust

Policies and Procedures: a common statement

Statement of a motion to be adopted at the LGB meeting of _____ School Academy

“The LGB of _____ School Academy, as part of the Eynsham Partnership Academy (EPA) Trust, are committed to ensuring that the Academy has in place all appropriate and relevant statutory and non-statutory policies and procedures required for the effective and efficient running of the academy.

The Academy will generate a full schedule of these policies and procedures. This schedule will include the statutory or non-statutory status of each policy and procedure along with a timeline for it to be revised and/or rewritten at an appropriate interval.

The LGB of the Academy will adopt the following protocol to ensure that it is always in the position of having all the necessary policies and procedures in place to deal with any situation that may arise.

Protocol for the application of policies and procedures

When a situation arises that requires the Academy to implement a policy or procedure, the following decision steps will be applied in order:

1. If the Academy has a currently in-date policy or procedure in place to deal with the situation then this will be applied
2. If the Academy has a policy or procedure in place to deal with the situation, but this document is out of date, then
 - a. If the wider EPA has an existing in-date policy or procedure then this will be applied until the Academy has reviewed or rewritten their own policy or procedure
 - b. If the wider EPA does not have an existing in-date policy or procedure then the original Academy policy or procedure will be applied until the Academy has reviewed or rewritten it
3. If the Academy does not have a policy or procedure in place to deal with the situation, whether in-date or out of date, then
 - a. If the wider EPA has an existing in-date policy or procedure to deal with the situation then this will be applied until the Academy has written their own policy or procedure
 - b. If the wider EPA does not have an existing in-date policy or procedure to deal with the situation, then either the legacy Oxfordshire model policy or procedure, or an equivalent LA's model policy or procedure, will be applied until the Academy has written their own policy or procedure

In any situation where the Academy policy or procedure is in dispute with the equivalent wider EPA's policy or procedure, then the EPA's policy will take precedence and be applied to the situation.”