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# Freeland CE Primary School

*Aspiring and achieving together*

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## Minutes of the Local Governing Body Meeting held at the School on Tuesday 17 May 2016

**Attendance:** Julian Soanes (**JS**) (Parent) (Chair), Sarah Nickelson (**SN**) (Headteacher), Jade Ward (**JW**) (Staff), Tedd Pinkney (**TP**) (Parent), Alice Harden (**AH**) (Foundation), Catrin Moore (**CM**) (Parent), Jane Lench (**JL**) (Staff), Hilary Caldicott (**HC**) (Director Appointed) and Toby O’Neil (**TO**) (Parent) (Vice Chair).

**In attendance:** Jon Jeffries (**JJ**) (Deputy Head/Associate) and Gemma Peace (**GP**) (Clerk).

The meeting was quorate and was opened at 6.35pm by the Chair.

- 40.16 **Welcome and Apologies:** Apologies had been received from Peter Ball (**PB**) (Foundation). Caroline Taylor (**CT**) (Director Appointed) was not present. JS welcomed SN to her first LGB meeting at the school.
- 41.16 **Declarations of Interest and Update of Register of Pecuniary Interests:** None to report.
- 42.16 **Urgent items to be discussed since the compilation of the agenda:** None to report.
- 43.16 **Minutes of the FGB meeting held on 23 March 2016, matters arising and action points:** The minutes were taken as a true record of the meeting and signed by the Chair. SN retained them for filing.  
**Action:** GP to send pdf version of March minutes to SN and the school office for the school website. **Completed.**

**Outstanding actions:**

**Action:** All Governors that have not already been DBS checked must begin the process. Kate is going to send JS the link to the relevant website.

**Action:** All Governors to attend safeguarding training.

**Action:** JW and JL to send JS a pen portrait for the website.

**Action:** SN to check whether the Accessibility Plan has been added to the website.

**Action:** AH and Donna Keeber will meet to discuss SIAMS. AH reported that possible dates are being discussed.

- 44.16 **Headteacher’s Report (including safeguarding/health and safety update)**  
 The report was distributed to Governors at the meeting. SN reported the following to Governors:
  - Pupil numbers have changed, with pupils leaving and joining the school. One SEND pupil left the school before Easter.

Chair of Governors: ..... Date: .....

- Attendance is roughly in line with the national average over the school year.
- Performance management reviews will be carried out later in the year.
- Next week, pupils will visit various locations (such as local allotments and nursing homes) to help with community projects.
- Most lesson observations have been carried out since Easter.
- Work on the school reception area has been completed.
- OCC moderated KS2 SATs.
- KS1 SATs have finished.

**Q.** Governors queried how many applications there have been for the teaching vacancy at the school?

**A.** SN said that there were nine applicants for the teaching post. Seven had been shortlisted, but this actually ended up as four (with three eventually being interviewed), as some candidates had already been offered jobs. SN explained that she and JJ had visited the applicants in their current settings, which has been very useful, although she conceded that this would not always be possible for future vacancies due to the location of candidates. She assured Governors that this would only be done if all candidates could be visited.

**Q.** Governors asked how SN had found her time at the school so far?

**A.** SN said that the school is a fantastic place to work. Pupils want to achieve highly, and staff are working well as a team and constantly improving. She explained that she and JJ have been meeting regularly to explore how to strengthen leadership at the school. She commented that work in books looks good and there is increased consistency in teaching and assessment. SN explained that she wishes to ensure that all pupils are challenged and independent learning is encouraged, and she feels very positive about the school as a whole.

TP reported that the Health and Safety audit had been carried out last week. There are no major issues, although there are areas to work on and uncertainty surrounding the area of managing contractors. SN is to contact Bartholomew about the contractors issue. TP confirmed that he has completed his Health and Safety training. Governors were assured that one meeting has already been held to discuss the action plan to address issues raised in the recent audit, and work will continue until all points are addressed.

SN said that, if possible, she would like a Governor to attend the new intake meeting, which is going to be held on 8 June, at 6.30pm.

**Action: All Governors** to let SN know if they are able to attend that meeting.

#### 45.16 **Assessment Point 2 data review**

The assessment data had been distributed with the Performance and Standards committee agenda and considered in detail at the last Performance and Standards meeting. TO explained what had been considered, which included an explanation of how Target Tracker works. He said that Governors had noted that there appeared to be a significant number of pupils working within Age Related Expectations (ARE) rather than above or below that, which suggests that the data might not be as accurate as it could be. JS stressed that the next set of data needs to be as accurate as possible, as it would inform the baseline standards for the next academic year. Governors noted that assessment has caused issues for primary schools nationwide. SN assured Governors that the next set of data would be closely moderated and teachers would be given support when making their judgments. Governors commented that the data is, however, very positive overall.

#### 46.16 **SEF/SDP 2016-17**

Chair of Governors: ..... Date: .....

At the recent Performance and Standards committee meeting, JS, AH and TO had agreed to form a working party to consider the SDP for the 2016-17 school year, working closely with SN and JJ. JS said that he is aiming to produce a draft that can be considered at the next LGB meeting. JS said that the existing RAP would feed into the SDP, so outcomes from any work done so far and any work or meetings planned should be continued. SN reported that the SDP was considered at the recent staff meeting.

**Action: GP** to add SDP 2016-17 to agenda for the June LGB meeting (**completed**) and working party to produce a draft SDP.

#### 47.16 **Committee Reports:**

- i. Resources Committee: The Committee had met on 12 April and the minutes had been distributed to all Governors. The following matters had been discussed:
  - the area that floods by reception and other drainage issues on the school field, which have worsened over the years,
  - resurfacing the area at the front of the school, and
  - bigger projects had also been discussed and how to involve the community to assist with such projects (there would not be money from improvement funds for bigger projects at present).
- ii. Performance and Standards Committee: The Committee had met on the 11 May and the minutes had been sent to all Governors. The Committee had discussed:
  - the SDP (see above),
  - Assessment Point 2 data (see above),
  - Governors had visited the EYFS classroom and spoken to Donna Keeber in some detail about the early years provision, and
  - there had also been a SEND update and Governors commented that the new reporting format from Angela Brame was very helpful and coherent.

**Action: GP** to distribute recent SEND report to Governors once she has been given a copy. This was distributed with the papers for the June 2016 LGB meeting.

JS asked Governors to consider whether they would like to move to a different committee for the next school year and to let him know if they would like to do that.

**Action: All Governors** to consider positions on Committees and let JS know if they would like to swap.

#### 48.16 **School Website Review**

CM informed Governors that she had approached Primary Site for a quote for a new website and had met them last week. CM had returned to them with further queries following the meeting. It had been noted that it might not be particularly easy to migrate items from the current website to a new website. However, as many documents are in pdf format, they should not be too difficult to transfer.

SN and CM explained that the website format that had been chosen was very easy to use. Governors discussed the options available and the differences between them, including cost. The cost for the chosen option is £1699 plus an additional £399. Governors considered various scenarios, such as what would happen if the company went out of business. Ongoing costs were also discussed. CM explained that there would not be a blog or a podcast on the new website.

At the meeting, Governors were shown examples of what the website would look like. It should be ready for use in September. Governors **approved** the use of funds for the new website (no

Governors voted against this proposal). Governors thanked CM, TO and SN for their work in relation to this matter.

#### 49.16 Policies for approval and review

- i. Health and Safety Policy – JS had distributed the updated policy to all Governors before the meeting. Governors had **approved** the policy before the meeting.
- ii. Behaviour Policy – SN said that this policy should be available to review before the next LGB meeting.

**Action:** SN to distribute the Behaviour Policy once it is ready.

#### 50.16 EPA Update

The EPA has arranged a communications meeting on 23<sup>rd</sup> May at 6pm. GP and TO are going to attend and will report back to Governors.

TO and JS had attended the EPA AGM. JS reported that he was very impressed with the information provided and presentations given. He said that he would recommend that Governors attend in future, if they are able to. There had been an opportunity to meet other EPA Governors. Possible expansion of the academy had been discussed, along with the current financial position.

#### 51.16 Foundation Governors' Update

AH reported that she had contacted Donna Keeber about forming the SIAMS working group, and they plan to meet during the next half term.

AH said that she plans to attend a training session on SIAMS process and preparation. Donna and AH are also planning to visit St Peters at Cassington, as they recently obtained a very good grade in their SIAMS inspection. JS said that he believes that, as the school subscribes to the Diocese governor services, Governors should be able to attend a certain number of training courses free of charge.

#### 52.16 Items from Staff and School Council:

School Council: SN said that there have been a couple of recent meetings, discussing issues such as sports day planning and the outdoor equipment. JJ and SN explained that the sports day would now be held at the school, having obtained feedback from parents about this matter, which was discussed in some detail. Sports premium money has instead been spent on extra equipment and a day dedicated to the Olympics.

Staff: None to report.

#### 53.16 Governor visits and Governor training:

Visits: AH is finalising the visits form for governors. Once a report has been drafted by a Governor and distributed, GP would add it to the next LGB agenda, so that its contents can be discussed and action points carried forward.

**Action:** AH to send the new form to **GP (completed)**, who would then distribute to Governors **(completed)** and also add visit reports to future agendas.

Training: Governors commented that the Governor Services training list was quite sparse. The Diocese list would also be distributed, and Governors should identify their own training requirements and which courses they wish to attend during 2016. JS said that he would like to attend a SEND training course, along with school self-evaluation training.

**Action: AH** to send list of Diocese training to GP **(completed)**. **GP** to distribute the list to Governors **(completed)**. **All Governors** (over the next few weeks) to consider what training they would like to attend before the end of 2016 and let JS and GP know, so that a list can be compiled.

54.16 **Governor vacancies:** There are three director appointed governor vacancies and one parent governor vacancy. JS said that, if anyone knows of someone who might be interested in joining the governing body, they should let him know. AH suggested that parish council candidates could be approached and Governors agreed to that proposal.

JS reported that the process for appointing parents as governors is going to change, but he is not certain when these changes will come into force. He explained the proposed changes, in that the directing board will also have to approve the appointment of parent governors, as they already do with other types of governor.

55.16 **Items for discussion at the next meeting:**

1. SDP 2016-17.
2. Data.

56.16 **Date of the upcoming meetings:** The remaining LGB meeting date (Wednesday at 6.30pm at the school) is 29 June 2016.

The meeting closed at 7.40p.m.  
(GP170516)