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# Freeland CE Primary School

*Aspiring and achieving together*

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## Minutes of the Full Governing Body Meeting held at the School on Wednesday 23 March 2016

**Attendance:** Julian Soanes (**JS**) (Parent) (Chair), Sarah Kerswell (**SK**) (Acting Headteacher), Jade Ward (**JW**) (Staff), Tedd Pinkney (**TP**) (Parent), Peter Ball (**PB**) (Foundation), Alice Harden (**AH**) (Foundation) and Catrin Moore (**CM**) (Parent).

**In attendance:** Hilary Caldicott (**HC**) (Director Appointed, awaiting reappointment), Jon Jeffries (**JJ**) (Deputy Head/Associate) and Gemma Peace (**GP**) (Clerk).

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

20.16 **Welcome and Apologies:** Apologies had been received from Jane Lench (**JL**) (Staff), Caroline Taylor (**CT**) (Director Appointed) and Toby O’Neil (**TO**) (Parent) (Vice Chair). JS welcomed JJ to the governing body.

21.16 **Declarations of Interest and Update of Register of Pecuniary Interests:** None to report.

22.16 **Urgent items to be discussed since the compilation of the agenda:** None to report.

23.16 **Minutes of the FGB meeting held on 3 February 2016, matters arising and action points:** The minutes were taken as a true record of the meeting and signed by the Chair. SK retained them for filing.

**Action:** GP to send pdf version to SK/Sarah Nickelson (SN) and the school office for the school website. **Completed.**

**Outstanding actions:**

**All Governors** to undertake safeguarding training, if they have not already done so. **JS** to investigate the possibility of arranging joint training sessions, with other EPA governing bodies.

**Governors** to complete pen portraits for the website if they have not already done so.

24.16 **Leadership Report (including safeguarding update)**

The report was distributed to Governors at the meeting.

SK reported that, from 1<sup>st</sup> September 2016, all Governors must be DBS checked, so that process must begin as soon as possible of Governors have not already had a DBS check for the school.

**Action:** **All Governors** that have not already been DBS checked must begin the process. **SK** to ask Kate to send the relevant link to JS and GP so that it can be distributed to Governors.

SK informed Governors that the school’s central record has altered and detailed the changes. SK also detailed the new rule regarding ID badge colours, which enables staff and governors to be more easily identified.

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

SK reported that pupil numbers are relatively static and attendance is very good, showing an upward trend.

Two more pupils have been added to the SEND register (there are fourteen pupils on the register at the school).

No behaviour plans are in place and there have been no bullying incidents.

**Q.** Governors asked who visited the EYFS?

**A.** SK explained that it was a lead EYFS practitioner from another school, who had met with Donna Keeber.

**Q.** Governors asked about progress against RAP objectives and whether there is anything that SK believes would not be achieved?

**A.** SK said that some of the targets that have not been achieved are end of year targets. She assured Governors that there is nothing that stands out as a significant problem at present in relation to such targets. SK has RAG rated the document to show what has and has not yet been achieved.

#### 25.16 **Governor Healthcheck update**

The Governor Healthcheck document had been reviewed at the previous LGB meeting and the update version distributed to all Governors following that meeting. Governors had agreed that they would focus on three key areas for development and these were discussed in turn.

Governors' Statutory Duties – Governors discussed this in detail. The Governors' key roles were listed and discussed. They must ensure a clear strategic vision, ethos and strategic direction at the school, hold the leadership team to account and monitor financial performance of the school.

JS had also brought a list of statutory duties to the meeting, which include (amongst other things) matters in relation to:

- Curriculum – ensure a full and broad curriculum is in place at the school, provide relevant RE for all learners, a daily act of collective worship, written sex and relationships education policy and EYFS provision.
- Equality and diversity for learners with SEND and/or disabilities – publish equality information, ensure all statutory policies are in place and up to date, promote SMSC development of pupils, publish the accessibility plan and appoint a SEND coordinator.
- Learners' care and wellbeing – health and safety legislation must be adhered to, a child protection policy must be in place, school lunches must be provided, the school must comply with welfare requirements of EYFS and adhere to safeguarding requirements and safer recruitment requirements.
- Reporting to parents – statutory assessments are carried out, parents are kept well informed of progress.
- Leadership and management - teachers' pay and conditions are in line with statutory expectations and there are relevant complaints and grievance procedures in place.
- British Values are taught at the school, and this includes the Prevent training.

Governors commented that they found it surprising that a definitive list of Governors' statutory duties does not appear to exist.

**Action: JS** to revise and distribute the list of statutory duties to Governors, and send out the link to the pupil premium guidance and a relevant link regarding transparency and accountability. **Completed.**

**Q.** Governors queried that provision of school lunches and whether pupils enjoy them?

**A.** SK said that the meals are free for EYFS, Year 1 and Year 2. JJ commented that he has school lunches most days and they are good quality. SK said that she is not sure of the uptake in KS2, as the meals are not free.

Pupil Premium – Governors discussed what pupil premium is, why some pupils receive it and how the school must report on how the money is spent and the impact it has had. JS showed Governors the government guidance on pupil premium. The exact funding figures for the school were noted. Governors spoke about how the school finds out about pupils who are eligible for free school meals and the impact of the free school meals initiative on this. SK also explained Ever 6 funding.

**Q.** Governors asked whether there are any restrictions on the use of the funds?

**A.** SK said that the use of funding is evidence based and schools must prove how it has helped the pupil and whether it has had an effective impact.

**Q.** Governors asked about music lessons listed in the report and whether those were for a specific pupil?

**A.** SK confirmed that they were for a specific pupil.

Transparency and Accountability - JS showed Governors the wording of the Ofsted Inspection Handbook in relation to this matter. Governors understood that it means that they are open in their communication with parents and other stakeholders. SK commented that publishing the minutes on the website assists with this aspect of governance, as do website photos and pen portraits.

Governors also considered parent governor elections, when they were held and the process. JS explained that there is a procedure that must be followed, with specific timescales, and set out the circumstances in which a vote occurs. The recent government proposals relating to parent governor appointments were also considered.

#### 26.16 **Assessment data check and SEF/RAP 2016-17**

*Assessment* - The assessment report had been sent to Governors prior to the meeting and had also been considered in some detail at the recent Performance and Standards Committee meeting.

SK informed Governors that methods of assessment and reporting to the Board is evolving. The Board has now settled on a method of reporting that is to be used for all EPA schools.

**Action: GP** to add Assessment Point 2 data to the next Performance and Standards agenda. **Completed.**

**SK** agreed to provide relevant data for the Committee meeting. **Completed.**

*SDP* – JS commented that he would like a working party to consider the SDP for the next school year, which would report back to the full governing body meeting for further comment. JS said that this needs to be completed by September 2016, and will require a reasonably substantial amount of work.

**Action: GP** to add formation of working party to the next Performance and Standards meeting agenda. **Completed.**

#### 27.16 **Pupil Premium Update**

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

The pupil premium report had been sent to Governors before the meeting. This had been discussed at minute 25.16 above.

**28.16 SEND Update**

Angela Brame, the SENDCO, had attended the last Performance and Standards Committee meeting. Governors were informed that the Committee had critiqued her report and suggestions had been made as to how reporting and provision could be improved. The finalised reporting format would be used to report back at relevant governing body meetings throughout the year.

**29.16 Committee Reports:**

- i. Resources Committee: The Committee meeting had been postponed.
- ii. Performance and Standards Committee: The Committee had met on the 9 March and the minutes had been sent to all Governors. The Committee had discussed pupil premium, SEND and results of the pupil questionnaires (which were subsequently fed back to the parents via the school newsletter).

**30.16 School Website Review**

JS showed Governors the school website at the meeting. SK confirmed that the website is compliant with statutory and other requirements. Governors agreed that the website needs to be updated and financial resources ring fenced for this.

JS showed the Governors present a range of other school websites so that they could begin to consider which look best and work well. Governors agreed that they would like the school to have a modern, easily navigable website. Governors also looked at primarysite.net and the portfolio of websites on that website. SK explained that she had used the website at Hanborough Manor and how the website works in practice. Governors agreed that they should decide on the proposed style initially and then ask for feedback from parents and pupils.

It was suggested that there is a Governors' area on the website, with Governors' logins where documents can be posted and shared.

**Action: CM** and another Governor volunteer to take this forward.

**31.16 Policies for approval and review**

Behaviour Policy – This is to be reviewed by Sarah Nickelson when she starts as Headteacher.

CM had completed the policies list, which is now up to date.

**Action: SK/SN** to ensure that the Accessibility Plan is added to the website.

**32.16 EPA Update**

The invitation to the EPA AGM had been distributed.

SK reported that an EPA Headteachers' meeting had been held recently. It was decided that there would be six shared staff meetings next school year, three focusing on assessment and three focusing on subject knowledge.

**33.16 Health, safety and wellbeing**

TP confirmed that he had visited the school last week and had checked the relevant paperwork, such as policies and procedures. He reported that the documentation does need some work, and

TP agreed to report back to the governing body about this. SK said that a Health and Safety audit is due to be held in May.

**Action: TP** to send the report to Governors before the next Resources Committee meeting and this is to be considered at that meeting.

**Action: GP** to include health and safety under the Headteacher's report item on future agendas.

#### 34.16 Foundation Governors' Update

AH and PB had reviewed the last SIAMS report, with a particular focus on spiritual development. AH had been told by Frances Bartlett (at the Diocese) that Governors cannot be held responsible for staff spiritual development. However, a SIAMS descriptor states that the school needs to have a clear definition of spirituality, which is understood by most adults. This was interpreted as there being relevant opportunities for staff to develop their spirituality, should they wish to. Frances had attached a useful document, which sets out what the characteristics of a spiritually developed person are. AH detailed these at the meeting. PB commented that the school's curriculum should be underpinned by spirituality so that various facets can be demonstrated, as SIAMS inspectors might look for evidence of this.

AH queried whether the monthly themes at the school could be used as an opportunity to develop an understanding of spirituality. PB and AH suggested that they could work with Donna Keeber (who is already working with the Diocese) in their role as foundation governors. Governors agreed to that proposal. PB said that he thought it might be helpful to have a parent governor and perhaps another governor in a working party (also to include himself, AH, Donna and the Headteacher). JS suggested that external associates could be involved, should that be required.

**Action: AH, PB** and Donna Keeber to meet, in order to determine how a working group should be formed.

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

School Council: None to report.

School Society: None to report.

Staff: None to report.

#### 36.16 Governor visits and Governor training:

Visits: TO and JS had completed an achievement visit and the report had been circulated.

Training: The Governor Training Plan was discussed.

**Action: All Governors** to consider their training needs and identify two training courses (before the next full governing body meeting) that they would like to attend during 2016.

**GP** to re-send link to OCC training brochure to all Governors.

**PB** to request a list of Diocese training events.

#### 37.16 Governor vacancies: There are three director appointed governor vacancies and one parent governor vacancy.

HC is to be reappointed following the next EPA Board meeting in April.

**Action: GP** to send HC a governor details form to complete once she has been reappointed and **HC** to complete the form and return it to GP. **Action completed.**

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

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

1. Assessment Point 2 data.
2. Governor training plan.

**39.16 Date of the upcoming meetings:** The remaining dates (all Wednesdays at 6.30pm at the school) are 18 May 2016 and 29 June 2016

The meeting closed at 8.15p.m.  
(GP230316)

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