



Eynsham Partnership Academy
A charitable limited company
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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 3 February 2016

Attendance: Julian Soanes (**JS**) (Parent) (Chair), Sarah Kerswell (**SK**) (Acting Headteacher), Caroline Taylor (**CT**) (Director Appointed), Jade Ward (**JW**) (Staff), Hilary Caldicott (**HC**) (Director Appointed), Toby O’Neil (**TO**) (Parent) (Vice Chair), Tedd Pinkney (**TP**) (Parent), Jane Lench (**JL**) (Staff), Peter Ball (**PB**) (Foundation), Alice Harden (**AH**) (Foundation) Catrin Moore (**CM**) (Parent)* and Jody Stansfeld (**JCS**) (Parent).

In attendance: Gemma Peace (**GP**) (Clerk).

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

- 01.16 **Welcome and Apologies:** No apologies had been received.
- 02.16 **Declarations of Interest and Update of Register of Pecuniary Interests:** None to report.
- 03.16 **Urgent items to be discussed since the compilation of the agenda:**
JS said that he would like to discuss the training dates for Governor Services training later in the meeting.
* *CM arrived at 6.40pm.*
- 04.16 **Minutes of the FGB meeting held on 2 December 2015, 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 for the school website. **Action completed.**

Outstanding actions:

Action: SK to produce an action plan relating to the cultural aspect of the curriculum. SK reported that this is covered in the Curriculum Policy, although there are a few more issues to be addressed within the school in relation to this. **Ongoing.**

Action: JS/HC to look into academy provision of safeguarding training. **Ongoing.**

Action: SK and TO to agree a suitable time for an achievement visit. **Outstanding.**

Action: AH to contact the Diocese to clarify the point regarding staff spiritual development and where examples of best practice can be found.

AH reported that she had not been given a definitive answer to her original question. The phrase in the SIAMS report related to the opportunities that staff have to explore their own spiritual development, and it had been suggested that the governing body look at a document

that has been provided regarding a person's spiritual development. AH and PB are to revisit the last SIAMS report and find out where work needs to be done across the school to address issues raised or areas of weakness. This is to be discussed at the next LGB meeting under the Foundation Governors item. St Peters School had recently obtained an outstanding in their SIAMS inspection, so AH and Donna Keeber would like to visit that school. SK would let the Headteacher there know.

Action: PB and AH to review last SIAMS inspection report and report back at the next LGB meeting in the Foundation Governors section.

Action: SK to contact the Headteacher at St Peter's regarding AH's visit.

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

The report had been distributed to Governors before the meeting.

SK took the Governors through the main points in the report. She said that one more pupil has been added to the SEND register.

Q. AH asked about the acronyms on the SEND register and what they stand for?

A. SK and JW explained these to Governors at the meeting.

SK reported that there has been an improvement in attendance figures. The figures that she sees show a class by class breakdown. If attendance is below 90%, it is a cause for concern, and any attendance issues are discussed with the office and relevant teachers to see what the causes might be. If there are ongoing issues, parents are consulted.

SK explained that there are some pastoral issues at the school, but these are being addressed in an appropriate manner.

A parents' meeting had been held last week. TO, JCS and JS had attended and there were approximately another 16 parents in attendance. There were positive points raised and a varied range of questions posed.

SK confirmed that performance management targets had been agreed.

SK informed Governors that there had been a marked improvement on the percentage of good lessons observed recently, and the staff should be commended on this. Book trawls have also been carried out, and areas for development highlighted. The strengths and areas for improvement were listed in the leadership report.

The Health and Safety audit needs to be carried out before Easter. TP and SK to arrange this. Health and safety action points were listed in the report.

Action: TP and SK to arrange date for Health and Safety audit.

06.16 **Review of Governors Healthcheck document and progress against objectives**

The Governor Healthcheck document that had been completed at an earlier governing body meeting (April 2015) had been distributed with the agenda.

Q. Governors queried how the school compared to other academy schools that had completed the Healthcheck?

A. JS said that the school was at the lower end of results for academy schools, although the Governors had been quite self critical and honest when answering the questions.

Governors considered each question (which were available to view at the meeting) and whether to change the grade they had awarded themselves:

Question 1 – Governors agreed that this could remain as A1c. This related to knowledge of the Governors’ statutory duties. GP suggested that Governors look at the Governor Handbook, available online, as this sets out the role of Governors and fulfilment of their statutory duties clearly.

Question 2 - Governors agreed that this could remain as A2b.

Question 3 – Governors discussed this (statement of vision, ethos and strategy) and concluded that they have improved greatly in this area, so it could now be rated as an A3b.

Question 4 – Governors agreed that this has also improved over the time since the last review. Governors now actively take part in school self evaluation and it feels much more like a partnership, so it is now an A4a.

Question 5 – Governors agreed that their knowledge and evaluation of data is better than it previously was. This is now an A5b.

Question 6 – Governors considered whether they should rate themselves as b or c. It was agreed that there should be more classroom visits by Governors to observe marked work, and this was the only matter in b that was not consistent. Therefore, Governors agreed that they are an A6b, subject to improvement in relation to that matter.

Question 7 – Governors agreed that they were no longer a d rating, and should now grade themselves as an A7b.

Question 8 – This is now to be rated as an A8b, subject to ensuring that the leadership are making an effective impact and consistently identifying where further improvement is needed.

Question 9 – It was agreed that there is now much better data available in relation to pupil premium. It was agreed that this should now be rated as an A9b.

Question 10 – This related to school finances. Governors agreed that this should remain an A10b.

Question 11 – This could not be answered at the initial evaluation, as there was no Headteacher at the school. This was rated as an A11a.

Question 12 – This would remain an A12b. SK confirmed that the Governors are given sufficient information about performance related pay (anonymised) from the Pay Committee.

Question 13 – This relates to community participation and stakeholders. Governors agreed that this has improved, and should now be rated as an A13b.

Question 14 – It was agreed that this should be rated as an A14b, although this was due to the lack of pen portraits and photographs on the website, and inconsistency in reporting to stakeholders.

Action: SK to arrange Governor photographs for the website.

SK suggested that the Governors prioritise three development issues from the revised Healthcheck document that would be reviewed at the next LGB meeting.

Governors agreed that the issues raised under questions 1, 9 and 14 should be discussed at the next LGB meeting.

Action: GP to add this to the agenda for review at the next LGB meeting. It was also agreed that **GP** should add Pupil Premium review to the next Performance and Standards meeting agenda.

07.16 Results of Parent Questionnaire

The results had been sent to Governors with the agenda. The data was also available to view at the meeting.

There had been 45 responses to the school’s questionnaire. The questions were in line with those on Parentview. It was confirmed that there had also been a few more responses to Parentview recently, taking the total to 24 responses for this school year. Governors considered

and discussed the responses at the meeting. Any that strongly disagree with a statement, such as whether a child feels happy or safe at the school, were considered in some depth, and concerns discussed. Possible reasons for those responses were also considered. It was agreed that, out of the parents who had completed the school questionnaire, there were approximately 10% of parents who are not satisfied with the school. SK informed Governors that Stuart Ransom had indicated that he thought that the results of the survey were positive overall.

Governors then considered how this information should be fed back to parents, and whether there is anything specific that should be done having viewed and discussed the results. SK said that she is encouraging teachers to be more visible to parents, but equally to encourage parents to visit the school to discuss any issues they might have. JS commented that the parent meetings are very useful in this respect.

SK confirmed that she and HC had put together a pupil questionnaire, which is currently with staff for comments.

JS emphasised that there had been a noticeable improvement in the number of parents who would recommend the school. Governors considered how best to obtain more feedback on Parentview. It was suggested that computers should be available at parents' evenings to enable parents to fill out the questionnaire whilst waiting.

08.16 **SEND Progress Update**

Following the SEND presentation at the last LGB meeting, Governors were informed that the update would be ready at the end of the week, so it is to be added to the Performance and Standards meeting agenda (Angela Brame to attend) and then added to the LGB meeting agenda.

Action: GP to add SEND progress update to Performance and Standards Committee and LGB agendas.

09.16 **Committee Reports:**

- i. Resources Committee: The Committee had met on 12 January and minutes had been distributed. The Committee had reviewed the budget and reallocated some cash for reception refurbishment and the hall floor. A second quote had been received and the school could now proceed with the work. SK said that it was very difficult to obtain quotes due to the DBS checks that are required and other rules that the Academy has put in place.
- ii. Annual review of Resources Committee terms of reference: The proposed terms of reference for the Resources Committee had been sent to all Governors. There had been some queries in relation to these, but these had been dealt with. It was **agreed** that the Pay Committee and Headteacher's Performance Management Committee should report back to the full governing body, so JS had removed references to this from the Resources Committee. The Pay Policy and Appraisal Policy were delegated for review by the Pay Committee. SK confirmed those are Academy drafted policies. Governors **agreed** the revised terms of reference.

Action: JS to amend terms of reference and send a copy to GP.

- iii. Performance and Standards Committee: The Committee had met on the 20 January and the minutes had been sent to all Governors. HC said that the Committee had looked in detail at examples of teachers' planning and pupils' work to show

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differentiation. HC emphasised that there was a detailed discussion about how to obtain views about the school from various parties. Reviewing staff outlook was also mentioned. It was acknowledged that it had been a time of great change and pressure for the staff and the Governors should spend some time considering the impact on the staff, and how best to work in a collaborative way. AH said that she had arranged to visit the school to speak to staff tomorrow.

- iii. Headteacher Performance Management Committee: The Committee had met on 12 January, and Stuart Ransom had also attended. Stuart will also attend the next review to ensure consistency.

10.16 Policies for approval and review

Safeguarding Policy – This had been distributed with the agenda.

Q. AH pointed out that there were some items that needed to be completed (such as names of staff).

A. SK said that these would be completed once the policy was approved.

Q. HC asked whether the Governors have to consider another report, or whether this is the annual safeguarding report? Are they two different reports?

A. SK said that the statutory duty is fulfilled by the annual report and the governing body touches on this topic very often throughout the year, so another report should not be required.

Q. HC asked whether there is a procedure for staff to follow if they have concerns?

A. SK confirmed that there is a booklet that has been produced by the EPA, which clearly sets out who to report concerns to, which should be used where necessary. It is on the staff noticeboard.

Q. Governors asked about the Prevent training and who had completed it?

A. JS has done it and said that it only takes 15 minutes. JCS has also completed this.

Action: All Governors to complete Prevent training before the next LGB meeting. **JS** to send the relevant link to all Governors.

Governors **approved** the policy and JS signed it at the meeting.

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

Teaching and Learning Policy - This had been distributed before the meeting for Governors to review. SK said that the success criteria had been agreed with the EPA. SK said that the whole policy would be put on the website. AH suggested that the appendices could be put into another document, to make the document appear less daunting, and SK confirmed that they would appear separately on the website.

Governors **agreed** the policy and JS signed it at the meeting.

Action: SK to ensure that a table of contents is added to the document for the website.

11.16 EPA Update

SK reported that the EPA is now starting to produce generic reports on standards (she sits on that committee for the academy), and she is looking at how data can be best presented from the Academy Standards Committee to all member schools and other interested parties.

12.16 Health, safety and wellbeing

TP is to organise a meeting with SK regarding the audit (see above).

13.16 Foundation Governors' Update

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AH said that she and PB would meet to consider the last SIAMS report (see above).

PB and AH also informed Governors that the Bishop would be happy to visit and lead an assembly at the school.

14.16 Items from Staff and School Council:

School Council: SK said that they are working on the sports day.

School Society: None to report.

Staff: None to report.

15.16 Governor visits and Governor training:

Visits: The Governor Plan was referred to. There had been an achievement update. JCS and HC have a teaching and learning visit plan.

Action: JCS and HC to send JS their updated plan as soon as possible, if they have not already done so.

JS reiterated the fact that the Governors had spent some time putting the plan together and it should be kept up to date.

Action: HC agreed to speak to **SK** about TA resources.

Training: **Action: All Governors** to complete Prevent Training before the next LGB meeting. **JS** to send the link to all Governors.

SK said that she and JS had spoken about monitoring training and Governor Services indicated that they could lead a training session. Other EPA Governors could also attend, although it would be held at Freeland. It would be an evening meeting. Governors agreed that it could be held on 14 or 21 April, at 7pm, for approximately one hour. Governors suggested that being actively involved in monitoring must be addressed.

Action: SK to suggest the above dates to the Academy to see which would be better, and then contact Governor Services.

16.16 Governor vacancies: There are three director appointed governor vacancies. Governors discussed the wording of adverts, and how it could suggest that the school is looking for wider community involvement. However, Governors also considered whether three more governors were desperately needed, unless there is a specific skills gap that needs to be filled. It was suggested that another director appointed governor could assist with strengthening community links.

JS had been reappointed as a parent governor for another four year term of office. He will continue as Chair.

HC's term of office expires on 6 March 2016.

Action: GP to contact Beth at the Academy to see how to reappoint HC. **Action completed.**

17.16 Review of Governor Induction Checklist

JW had drafted the checklist, which had been distributed with the agenda. This was also available to view at the meeting.

GP had also sent JW and JS a list of matters that Governor Services require new governors to be informed of, along with the latest Governors Details form (which new governors must complete and send to GP to pass to Governor Services).

SK suggested that any new governor should also see the Staff Handbook.

Action: JW to add the Staff Handbook to the list of induction documents and add photo to ID badge item.

18.16 Items for discussion at the next meeting:

1. Points raised by Healthcheck.
2. Assessment Point 2 data and pupil premium update.
3. SEF/RAP for 2016/17 (**Action: GP** to add this to next Performance and Standards meeting agenda, **completed**).
4. CIF (Resources Committee to discuss initially).
5. Website review – look at examples of good website (Woodstock Primary).
6. Consideration of last SIAMS report (under Foundation Governors item).

19.16 Dates of the 2015-16 meetings: The remaining dates (all Wednesdays at 6.30pm at the school) are: 23 March 2016, 18 May 2016 and 29 June 2016

The meeting closed at 8.40p.m.
(GP030216)