



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

**Freeland CE Primary School**  
*Aspiring and achieving together*

Tel: 01993-881707 Fax: 01993-883159

[office.3208@freeland.oxon.sch.uk](mailto:office.3208@freeland.oxon.sch.uk)

[head.3208@ocnmail.net](mailto:head.3208@ocnmail.net)

Acting Headteacher: Ms Sarah Kerswell



**Minutes of the full Governing Body meeting held at the School on Wednesday 2 December 2015**

**Attendance:** 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), Jody Stansfeld **(JCS)** (Parent) and Catrin Moore **(CM)** (Parent).

**In attendance:** Julian Soanes **(JS)** (Parent, awaiting reappointment) (Chair), Angela Brame **(AB)** (SENDCO) and Gemma Peace **(GP)** (Clerk).

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

**SEND presentation:**

JS introduced AB to the Governors who do not already know her. Following their review of the recent SEND report, Governors had wanted to meet AB and learn more about her role at the school.

AB described her work at the school, the profile of the SEND pupils at the school and detailed how interventions are implemented to ensure progress targets are achieved. AB detailed how external agencies can be involved with SEND pupils. She assured Governors that interventions are being monitored; she is working closely with class teachers and is involved in the relevant pupil progress meetings.

AB and SK are currently reviewing the school provision map and new SEND initiatives (such as an additional tracking system for individual SEND pupils), which are to be formally introduced at the January staff meeting. SK pointed out that the revised tracking system should ensure that interventions are carried out in a more consistent manner.

**Q.** Governors asked which members of staff carry out interventions at the school?

**A.** AB explained that it is primarily the TAs, and class teachers, but she oversees the school wide implementation of interventions.

AB agreed to provide monitoring information to Governors at various points (after pupil progress meetings) throughout the year, detailing SEND pupil progress and the success, or otherwise, of interventions. The first update is to be presented to Governors at the February meeting.

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

**Action: GP** to add SEND update to February LGB agenda.

JS thanked AB for her presentation on behalf of the governing body.

- 45.15 **Welcome and Apologies:** Apologies had been received and were accepted from Jane Lench (**JL**) (Staff), Peter Ball (**PB**) (Foundation) and Alice Harden (**AH**) (Foundation). JS welcomed JCS (recently appointed parent governor) to the meeting.

**Action: GP** to send JCS' Governor Details Form to Governor Services and re-send the pecuniary interest website form to SK along with the list of governor roles and committee membership to append to October minutes. **Completed.**

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

- 47.15 **Urgent items to be discussed since the compilation of the agenda:** CM raised a point about the Condition Improvement Fund, which Governors discussed. This is to be discussed at the next Resources Committee meeting.

- 48.15 **Minutes of the FGB meeting held on 7 October 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.

**Outstanding actions:**

**Action: HC** to enquire about safeguarding training. **Outstanding.** HC said that she has attempted to find suitable training, but there are no courses in the vicinity.

**Action: AH** to contact the Diocese to clarify the point regarding staff spiritual development and where examples of best practice can be found. **Outstanding.** AH has contacted Frances Bartlett (who agreed to investigate this point) and is waiting for a response.

**Action: SK** to produce an action plan relating to the cultural aspect of the curriculum. **Outstanding.**

**Action: JS** to look into academy provision of safeguarding training. **Ongoing** – JS reported that there is no academy wide training planned at present, so this is to be referred to a Directors' meeting.

**Action: SK** to give JS a suitable time for the achievement visit. **Outstanding.**

- 49.15 **Leadership Report (including safeguarding update)**

The report had been distributed to Governors before the meeting. There were no questions in relation to the content of the report.

SK suggested that Governors consider the responses to the parent questionnaire and their approach to obtaining responses in the future.

**Action: GP** to add parent questionnaire to the agenda for the next LGB meeting.

## 50.15 **Review of School Data**

JS thanked SK for her helpful summary about the position of the school.

*\*CM arrived at 7.05pm.*

RAISEonline: The Performance and Standards Committee had reviewed the data at their recent meeting. TO explained that the Spelling Punctuation and Grammar data does not compare favourably to the reading and writing data.

Generally, KS1 data is good. However, when compared with partnership and countywide data, the school's overall position does not look impressive.

JS pointed out the previous data in relation to KS2, which shows the dip in performance over the past few years, which is currently being addressed. TO commented that KS2 data is not as good overall as KS1, and writing in particular needs to be improved. Governors discussed writing data. SK said that expectations must be raised at the school to ensure that this area is addressed effectively. The 'Big Write' is to be introduced. Relevant training would take place in June, so that it can be implemented in September.

**Q.** Governors queried what would be done for Year 6 this year? Concerns were raised about the shift in expectations nationally and how that could affect Year 6 results.

**A.** SK explained that there would be booster groups for that year group and reassured Governors that their teacher is addressing the issues, and has talked to parents about support at home, where necessary.

The failure to obtain higher grades in KS2 was also noted. Governors commented that pupils need to be pushed to achieve the very best that they can. SK said that Governors must insist that the basics (handwriting, spelling etc) are taught well. She suggested that it might be some time until Governors can afford to be as creative with the curriculum as they might wish to be.

**Q.** Governors queried how the school could improve achievement in reading?

**A.** JW said that the school is formulating a common approach to guided reading. The teachers are aiming to encourage a love of reading. Increasing pupils' confidence when talking about their reading is being addressed and long-term initiatives are being considered. Reading records have also been introduced so that teachers can monitor how much reading is being done at home. CM commented that there should be more feedback on how the records should be completed, especially at KS2 level.

**Q.** JS asked whether the Performance and Standards Committee feels more comfortable with the present data?

**A.** TO commented that they had identified areas for improvement (as discussed at this meeting), but he would find it useful if the data compared pupils' progress between KS1 and KS2 more effectively.

Fisher Family Trust: It was noted that the new FFT dashboard is relatively easy to interpret.

#### 51.15 **Annual Report from the Designated Teacher for Looked After Children**

SK had completed the report and explained its contents to Governors. The following matters were discussed:

- Which pupils are classed as Looked After Children (LAC); there are three LAC at the school.
- Two out of the three LAC are working in line with Age Related Expectations (ARE) in reading, writing and maths and one is just below ARE in all of the subject areas (that pupil is also on the SEND register).
- Their attendance is in line with the school average, which is above national average.
- The RAP looks at closing gaps for various groups and LAC are included.
- The school had not had training from the Virtual School for LAC (OCC), so that should be considered.
- The effect of school policies on LAC was detailed.
- SK confirmed that the parents of the LAC pupils are very engaged with the school.
- The amount of pupil premium funding available was detailed (£5,700) and how that is spent.

#### 52.15 **Review of Sports Premium Report 2015-16**

The report had been sent to Governors before the meeting.

SK had added a column onto the report to suggest how the impact of the funding could be measured. JW and Becky (from Bartholomew) have worked together to see if there has been an impact on pupils' skills. JS thanked SK for adding the new column.

#### 53.15 **Committee Reports:**

- i. Resources Committee: The Committee had met on 20 October and minutes had been distributed.
  - CT confirmed that railings had been installed around part of the school perimeter.
  - There was a long discussion about budget monitoring and it was noted that the academy would be contacted to provide an overview summary. SK confirmed that she had arranged additional training for Kate. She has had a conversation with Andy Hamilton about this matter. Several member schools share the same view as Freeland, and see it as a point of some concern.
  - CT reported that the Condition Improvement Fund had been discussed and the school would seek funding for some smaller improvements from this, such as finishing the railings and new fire doors. The deadline for this is 16 December 2015.

**Action:** CT to speak to Jason Monk about the fire doors.

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

- ii. Performance and Standards Committee: The Committee had met on the 25 November and the minutes had been sent to all Governors. TO had detailed the main issues considered by the Committee earlier in the meeting (see minute 49.15). There had also been a presentation from Tracy Tacon (literacy coordinator).
- iii. Annual review of committee terms of reference: The terms of reference for the Performance and Standards Committee had been sent to all Governors. They were discussed and, subject to a minor addition about matters being referred to FGB if there was a tied vote, the governing body **approved** those terms of reference.

**Action: JS** to distribute the draft Resources Committee terms of reference before the next Resources committee meeting and bring to the next FGB for approval. **GP** to add this to the LGB agenda.

#### 54.15 **Policies for approval and review**

Health and Safety – TP and SK had reviewed the policy. They recommended that it be approved.

**Action: TP** to send the policy to **GP** to distribute to all Governors, and **all Governors** to review the policy once available. **Action completed.**

#### 55.15 **Headteacher Recruitment**

All Governors are aware of the current position. Parents had been invited to a meeting with Sarah Nickelson and SK confirmed that everything is in place for her start date after Easter.

**Q.** Governors asked when the Deputy Head position would be filled?

**A.** SK said that recruitment for a Deputy would be done internally, ideally before the new Headteacher starts.

#### 56.15 **EPA Update**

SK said that the Senior Leadership group is meeting next week to review data. Headteachers have visited different academy schools to do learning walks.

JS commented that the academy should provide some guidance on levels and how to report to parents. SK said that there would be an EPA wide parent meeting early in the new year to explain the position.

#### 57.15 **Health, safety and wellbeing**

TP said that there is nothing to report, although he has emailed Kate about another visit.

SK said that the reception area/school entrance is to be improved. She would like this to happen by Easter.

#### 58.15 **Foundation Governors' Update**

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

The Foundation Governors were not present.

**59.15 Items from Staff and School Council:**

School Council: SK said that they are doing a hand washing poster competition at the moment. They are also working on the school sports day.

School Society: Governors discussed donations for the hamper, coordinated by TP.

Staff: Nothing to report.

**60.15 Governor visits and Governor training:**

Visits: JS said that all of the visits are detailed in the Governors' Action Plan.

**Action: All Governors** who have responsibility for certain sections of the RAP must consider whether their actions in the Action Plan are pertinent, what has been done so far this year and whether matters are listed in the correct place (HC and JCS – teaching and learning, JS and CT – leadership, JS and TO – achievement, JL and AH – behaviour).

AH and JL had completed a visit to observe behaviour and are to finalise their report shortly.

TO said that he is to meet the maths coordinator again around Easter following his recent meeting with her.

JS said that the teaching and learning should focus on the weaker areas in the data. SK confirmed that this had been addressed at the recent Performance and Standards Committee meeting and will be followed up at the next meeting.

Training: None to report.

**61.15 Governor vacancies:** 3 Director Appointed.

The advert in the Grapevine had not been successful, as yet. Governors discussed various options in relation to Governor recruitment.

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

1. Review of School Behaviour and Curriculum Policies.
2. SEND progress update.
3. Discussion of parent questionnaire and how to improve feedback.
4. Review of Governor Healthcheck document.

**Action: Governors** to review this before the next meeting and **GP** to re-distribute it.

5. Review/approval of Resources Committee terms of reference.

**63.15 Dates of the 2015-16 meetings:** The remaining dates (all Wednesdays at 6.30pm at the school) are: 3 February 2016, 23 March 2016, 18 May 2016 and 29 June 2016

The meeting closed at 7.55p.m.

(GP021215)

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