



Eynsham Partnership Academy
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Aspiring and achieving together

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Minutes of the full Governing Body meeting held at the School on Wednesday 7 October 2015

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

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

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

24.15 **Welcome and Apologies:** GP welcomed all to the meeting. Apologies had been received and were accepted from Peter Ball **(PB)** (Foundation).

25.15 **Declarations of Interest and Update of Register of Pecuniary Interests:** Governors present completed pecuniary interest forms and these were handed to SK to file at the school. GP explained that the register of interests also has to be published on the school website, and handed a form to Governors to complete at the meeting.
Action: GP to complete the form and send to SK/school office to add to the website.

26.15 **Election of Chair and Vice Chair**
 JS was nominated as Chair and accepted the nomination. He left the room and was voted in as Chair for a one year term.

SK and the other Governors thanked JS for his commitment during his time as Chair and for his continuing work for the school. JS assumed the Chair.

TO was nominated as Vice Chair and accepted the nomination. He left the room and was voted in as Vice Chair for a one year term.

27.15 **Urgent items to be discussed since the compilation of the agenda:**
 No urgent items to declare, but CM raised a point about the Condition Improvement Fund, which Governors discussed. The school meets the relevant criteria. This is to be discussed at the next Resources Committee meeting.

28.15 **Minutes of the FGB meeting held on 29 June 2015, matters arising and action points:** The minutes were taken as a true record and signed by the Chair. **SK** retained them for filing.

Matters arising and action points:

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

Action: GP to add Headteacher recruitment as a standing agenda item until an appointment is made. **Ongoing.**

Action: SK to make the vision document more prominent on the website. SK confirmed that this had been done, subject to one change suggested by CM in relation to the sentence 'to know that they have achieved the best they can'.

Action: GP to add the Healthcheck to the February agenda. **Ongoing.**

Action: SK to look into training for teachers in relation to leading class based worship. SK reported that training has been booked.

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 spoken to Frances Bartlett and she had never heard of the particular phrase that had been used in the policy. She is going to investigate this and AH will call her in the future, but she is not hopeful that Frances will find anything relevant.

29.15 **Review of Governing Body documentation**

Committee Delegation of Responsibilities: JS explained the purpose of the document to the Governors present and how it works. The references to the Sites and Buildings Committee need to be removed, as its work now falls under the remit of the Resources Committee.

Committee terms of reference: **Action: JS** to send the terms of reference to Governors and GP. They are to be reviewed at the next Committee meetings, then formally approved at the next LGB meeting.

Action: GP to add review of terms of reference to the next FGB and Performance and Standards Committee agendas and the clerk to the Resources Committee to add to the next Resources agenda.

Committee participants: These were agreed as follows:
Resources: SK, CT (Chair), CM, JW, PB, TP and JS (ad hoc).

Performance and Standards: SK, HC, JL, AH, TO (Chair) and JS.

The other Committees were discussed and the document listing the membership was updated by GP.

Standing Orders: These were agreed in their present format and GP changed the date to October 2015. Remote participation is to be kept under review, but is not currently permitted.

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

SK referred to two reports (detailed below) that had been received recently. Both had been sent to Governors to read before the meeting.

School Review Report – This was also available for Governors to view at the meeting.

SK said that she is very pleased about the content of the report from Stuart Ransom (SR) (External Review Partner) following his visit. SK took the Governors through the main headlines in the report. What is borne out in the data is reflected in the SEF and RAP and SR was content with those documents. SK said that phonics attainment has improved, as has KS1 and KS2 data. The fact that there is limited progress data was also considered, due to the change from levels to Target Tracker last year. SK explained that there has been a baseline amount of data entered at the start of this year and reports can be generated using that; most schools are in a similar situation at present.

Overall, the teaching was good in all lessons. There are improvements to make but the feedback is framed positively. Areas for development include marking policy inconsistencies (although these are relatively minor points). SK explained that pupils' books evidence progress and achievement and Ofsted would examine books due to the lack of data and comparable evidence at present. SR also commented on use of time and over lengthy discussions leading to pupils going off task, which could lead to low-level disruption. Achievement of more able pupils also needs to be focused on more closely (Governors are already aware of this). SR said that leadership across the school should be strengthened and current recruitment drives would assist in achieving this aim. The children had made favourable comments to SR about the school.

SR had also spoken to parents, which provided positive feedback for him to use. He met with literacy and numeracy coordinators but he said that he believes that there is too much reliance on the Headteacher to initiate change. SK explained that this is being addressed through the recruitment of more senior leaders. Governors must also ensure that they drive change. SR had also suggested that the school could have a cultural week and refer more to world events in assemblies, so that pupils have more exposure to cultural differences. SK agreed to collate an action plan about this aspect of the report and link it to the RAP.

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

JS had also spoken to SR. He reported that he had spoken about what the Governors are doing at the moment to support the school, the fact that Governors now have a better handle on school specific issues, the fact that workload is more evenly distributed and Governor recruitment.

Q. JS queried what the feedback was like from staff about the report?

Chair of Governors: Date:

A. JW said that staff were happy that they had made progress and commented that the staff were already aware of the areas of development listed. SK said that staff looked closely at teaching and learning and whether that could be judged as 'good' although, as the teaching improvements had only been in place for a relatively short time, it couldn't be regarded as 'good' yet but is on track to reach that target.

Q. CM asked if the school has an international day?

A. SK said that could form part of the action plan she is to draw up, and commented that British Values would also be incorporated in that plan.

Action: SK to re-send the report in Word format as some Governors had difficulties opening the document in the format it was distributed in.

Completed.

Action: SK to pick out some relevant points (both positive and critical) from the report and include it in a newsletter.

SK commented that she is very pleased with the way that the teachers have responded to the changes that have been implemented at the school in a relatively short period of time. JS also thanked the teachers on behalf of the Governors.

Position Statement: This document had been distributed before the meeting.

SK explained that the document is sent from the LA. She said that it is very useful for Governors to refer to. The document was also available to view at the meeting and had been considered at the last Performance and Standards Committee meeting. AH commented that SK had mentioned the number of red squares at the Committee meeting, in that if there are six or more reds, the school might be in danger of special measures. It was noted that there are five reds at present, but SK said that she hoped that this number would decrease.

Q. JS asked if there are any red areas that the school was not already aware of?

A. SK confirmed that there are not, and there are initiatives in place to address all of the areas that have been coded red. She did comment that the EYFS achievement had dropped, but the school is aware of this and it has been addressed in the RAP.

31.15 **Review of Healthcheck document and progress to date**

JS explained that there would be full review of the document at the February meeting.

Action: GP to include Healthcheck review on the February agenda.

JS said that he had compared Freeland's results to other EPA primary schools, which had been an informative exercise.

32.15 **Review of Reports**

Chair of Governors: Date:

All of the reports had been sent to Governors before the meeting.

Pupil Premium: SK said that the school had been given £6,600 in funds this year. The report was available to view at the meeting. SK said that, in her experience, the best way to spend the money is to employ somebody to drive improvement throughout the school and she hopes that a newly appointed deputy head could deal with this matter and focus on it closely. The outcomes for pupil premium children should be positively affected.

Q. CT asked how the money would be spent in relation to the deputy head?
A. SK said that it would be for release time to focus on this area.

Sports Funding: This is presently £8,635. Most of the funding goes on sports coaches (not the PPA cover) from Bartholomew, and there is a focus on gymnastics this year. More outdoor equipment is also required. There needs to be a new scheme of work in place. SK said that she would like to see progression in sports at the school in all areas and for all year groups. There will be a sports day with an Olympic theme for the Olympic year at Horspath.

Q. JS asked whether there is anything that can be used to measure the impact of the use of the funding?
A. SK said that she would list the way that impact can be measured in the report. For example, she could ask teachers how they feel about the assistance that they have received in relation to teaching certain sports.

SK assured Governors that there are ways that impact can be measured and Governors discussed these. It is hoped that children would take up more sports out of school as a result of this initiative.

Action: SK to list some ways that the impact of sports premium can be measured.

Annual Safeguarding: SK had met HC to discuss the report. Governors **approved** the report.

Action: HC to sign off the report and **SK/HC** to ensure that it is submitted by the relevant deadline.

HC said that JS, AH and HC have completed the relevant training. HC said that guidance on the OCC website has changed, in that it suggests that a much more searching audit should be carried out, but this is not required this year. HC commented that the anti bullying appendix might be reviewed more thoroughly next year. There is nothing to be alarmed about at present, but this must be kept under review. JS said that there are some crosses in the 'No' column, but there is not a related action plan. HC commented that the approach to volunteers' safeguarding induction must be tightened.

Action: JW to deal with the volunteers' safeguarding induction. **SK** to assist JW, and add this to the action plan.

HC pointed out that the safeguarding policy should be on the website and does not appear to be.

Action: SK to look into this and add the policy to the website if necessary.

HC said that she has asked the academy about safeguarding training, but she has had no luck. The next OCC course is in February, but is a long way from Freeland.

Action: JS to look into academy provision of safeguarding training.

SEND: JS commented that there is nothing in the report that sets out the targets that must be fulfilled to move away from the reds in the Position Statement. He pointed out that the report is primarily descriptive. SK suggested that the SENDCO should attend the next LGB meeting to discuss SEND provision at the school.

Action: GP to add SENDCO attendance at the next LGB meeting and add consideration of SEND report to the next Performance and Standards meeting agenda. **SENDCO** will give an overview of her role to the Governors and answer questions.

HC commented that the numbers of SEND pupils were much higher when she started as a Governor, but now they are relatively low. HC said that she believes that it is quite difficult to determine which interventions work and which don't in relation to SEND pupils at present, due to changes in approach and SEND pupil numbers. SK said that she believes that there should be fewer reds on the report and Governors can query this at the next meeting. Governors also considered parental expectations in relation to SEND pupils and the fact that the class teacher is the primary person to whom parents of a SEND child should approach rather than the SENDCO. Governors discussed the best model to use to approach this area of work.

33.15 **Committee Reports:**

- i. Resources Committee: there has not been a meeting of this Committee since the last LGB meeting.
- ii. Performance and Standards Committee: The Committee had met on the 16 September and the minutes had been sent to all Governors.

TO had been appointed as Chair at that meeting.

34.15 **Policies for approval and review**

The current list of policies was shown to Governors at the meeting. JS explained the alphabetical coding used, which correlates to DfE requirements. It is also noted on the list whether the policies are EPA generated, or due to be issued by EPA. The school also has a Worship Policy and a Whistleblowing Policy.

Outstanding policies to review are:

- Health and Safety (TP to review this with SK),
- School Behaviour,
- Curriculum Policy and
- Procedure for dealing with allegations of abuse against staff.

SK said that the Behaviour and Curriculum Policies should be ready by January. She commented that behaviour policy aims should be made clearer around the school.

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Action: GP to add review of those policies to the February meeting.

Action: JS to send the policy list to CM.

Action: TP to review the Health and Safety Policy with **SK**'s assistance.

35.15 **Headteacher Recruitment**

JS reported that there have been meetings in relation to this. There will be more information available about this in the next few weeks. An extraordinary LGB meeting might be required before the next LGB meeting in December.

36.15 **EPA Update**

SK said that all EPA staff are undertaking joint safeguarding training.

JS said that there had been a parents' meeting with around 30 parents in attendance, the feedback from which was very positive. Questions about housing developments and the development of the EPA were raised. Andy Hamilton had also attended to speak about progress to date and JB took parents through the results from last school year.

37.15 **Health, safety and wellbeing**

SK confirmed that a TA has taken on the responsibilities relating to checks around the school.

38.15 **Foundation Governors' Update**

AH said that she is still waiting to meet with PB.

39.15 **Emmanuel School Links:**

SK said that the three-year funding for this project has now ended. Measuring impact is quite challenging, especially as it was primarily Peter Hill's class that were involved and they are no longer at the school. There are no plans to continue the school's involvement with the project. SK confirmed that there is a requirement for there to be a report produced on the project and Peter Hill will complete this. Governors considered how such links could be used at the school.

Q. TP asked if Governors have any information about the impact on the African school?

A. CM said that she had meet with Peter Hill about this and they had set up an irrigation system at their school and there were computers there and the school had been extended.

Action: Peter Hill's report to be made available to Governors and an excerpt from the report made available to stakeholders, if appropriate, following Governor review.

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

School Council: SK said that there have been two meetings and they are going to write to an Olympian to ask them to present awards at the sports day.

School Society: Nothing to report

Staff: Nothing to report.

41.15 Governor visits and Governor training:

Visits:

JS referred to the Governors' plan. There is a Governor lead with the subject coordinator for maths scheduled for this term. There is meant to be an achievement related lesson observation, but it was agreed that this could be carried out at a later point.

Action: SK to let JS know about a suitable time for the achievement visit.

Action: TO to arrange a visit to speak to the maths coordinator. **Action completed.**

Action: AH/JL to arrange date and questions for pupil interviews in relation to behaviour

Action: GP to add literacy coordinator talk to next Performance and Standards Committee meeting. **Action completed.**

- **HC** had visited the school several times over the last year in relation to SEND – she had distributed her report to Governors.

Training:

JS said that now that the leads have been determined, he would like Governors to develop a training programme in relation to their specific areas.

- **TP** reported that the Health and Safety training course he was due to attend was cancelled, so he would rearrange that.

Action: All Governors to consider relevant training that they could attend.

42.15 Governor vacancies: 3 Director Appointed and 1 Parent, following Katie Franklin's resignation.

JS said that there has been one nomination for the parent governor vacancy. JS asked Governors to consider whether they know anyone who would like to be a Director Appointed Governor at the school.

SK suggested that an advertisement should be put in the Grapevine.

Action: SK to draft an advertisement, in consultation with JS.

43.15 Items for discussion at the next meeting:

1. RAISEonline (and on Performance and Standards agenda).
2. Headteacher Recruitment.
3. Approval of Committee terms of reference.
4. SENDCO to attend meeting to speak to Governors.

44.15 Dates of the 2015-16 meetings: The remaining dates (all Wednesdays at 6.30pm at the school) are:

2 December 2015
3 February 2016
23 March 2016
18 May 2016
29 June 2016

The meeting closed at 8.30p.m.
(GP071015)

Chair of Governors: Date: