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**Minutes of the meeting of the Local Governing Body (LGB)  
 held on Thursday 30 November 2017 @ 6.00 pm at the School**

**Present:** **Matthew Bowden (MB)** – Parent  
**Natasha Coates (NC)** - Academy Appointed)  
**Stacey Conroy (SC)** – Staff (teaching) (left 7.10 pm, returned 7.25 pm)  
**Andrew Denham (AD)** – Head teacher (left 7.10 pm, returned 7.25 pm)

**Sue Peachey (SP)** – Staff (support) (left 7.10 pm, returned 7.25 pm)  
**Hilary Sharrocks (HS)** – Foundation  
**Jonathan Stevens (JS)** – Academy Appointed  
**Mark Turner (MT)** – Chair - Academy Appointed  
**Mary Wallbuton (MW)** – Parent  
**Louise Weldon (LW)** – Parent  
**Tom Walwyn (TW)** – Parent

**In attendance:** **Lucy Dickinson (LD)** – Clerk

The meeting was quorate (11 Governors present of 12 in post) and was opened at 6.05 pm by the Chair.

	<b>RATIFIED</b>	<b>ACTION</b>
1	<b>WELCOME AND APOLOGIES FOR ABSENCE:</b> MT welcomed Governors to the meeting. Apologies were received and accepted from <b>Billie Tweedy (BT)</b> – Foundation). It was noted that <b>JV</b> 's term as Foundation Governor has ended – Governors recorded their thanks to him for his work on the Governing Body.	
2	<b>NOTIFIED BUSINESS:</b> none	
3	<b>DECLARATION OF INTERESTS:</b> none for this agenda. Annual declarations completed and signed copies filed for all Governors except <b>BT</b> .	<b>LD, BT</b>
4	<b>ADOPTION OF THE MINUTES OF THE LGB MEETING HELD ON 21<sup>st</sup> September 2017:</b> The minutes were agreed as an accurate record (subject to the addition of <b>LW</b> as member of the P&S committee – page 7), signed and passed to <b>AD</b> for filing. <b>LD</b> to send electronic version to Beth Bedford ( <b>BB</b> : EPA Company Secretary) for Academy Directors and <b>AD</b> for publication on the school website.	<b>LD</b>
5	<b>MATTERS ARISING FROM PREVIOUS MINUTES NOT ON AGENDA:</b> 5. Risk register – EPA version received: for discussion at Resources - <b>ongoing</b> . 5. Discussion of lettings policy took place at Resources committee, agreed to charge the After-school Club £100 per term. <b>Action closed</b> . 6. The Learning walks have been postponed and were discussed later in the agenda – <b>ongoing</b> . 6. Minor illnesses guidance sent to parents both via school newsletter and letter from the school nurse. <b>Action closed</b> . 6. Visit from Helen Wilson (Brookes Science Education lead - Thinking, Talking, Doing Science training for staff – see HT report). <b>Action closed</b> . 6. Sports Premium and Pupil Premium reports – detailed discussion to take place at P&S meeting on 14 December – <b>P&amp;S agenda</b>	<b>MT</b>         <b>P&amp;S agenda</b>

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	<p>7. SEN and PPG Link Governors to be agreed – <b>HS</b> to become PPG Governor, and <b>SP</b> to take on the SEN role. <b>Action closed.</b></p> <p>17. Target Tracker access for Governors and possible training – <b>AD</b> has discussed with other EPA Heads and said that other schools’ Governors were not accessing the system independently, as all the data required for discussion should be provided to them by the Head’s Reports. Governors asked how they could ensure that the data given was accurate, and suggested that Link Governors should meet with their related staff member once a year and look at the system together to ensure that the raw data and that given in the reports correlate. It was agreed that this approach, together with Governor attendance at learning walks and book scrutinies would be sufficient. <b>Action closed.</b></p>	
<p>6</p>	<p><b>HEADTEACHER’S REPORT:</b> the report had been circulated, Governors commented/asked:</p> <p><b>1. Leadership and Management</b></p> <p>Link Governors in the SDP needed updating – <b>AD:</b></p> <p>English: <b>MW</b>, Maths: <b>JS</b>, Science: <b>NC</b>, Computing: <b>MB</b>, EYFS: <b>TW</b>, SEN: <b>SP</b>, Safeguarding: <b>LW</b>, PPG: <b>HS</b>, Sports: <b>MT</b>.</p> <p><i>Q. Does the Assessment Point data come from the tests currently being done by all pupils?</i></p> <p><i>A. The school has opted to do optional tests for Maths, Reading and SPAG three times a year for all year groups. The approaches vary according to age (in Year 1 they are carried out with support/discussion, at the higher end of the school these are done under test conditions).</i></p> <p><i>Q. Are the pupils happy with this?</i></p> <p><i>A. Yes, they seem to enjoy the challenge, providing tests are carried out in a supportive way, and staff feel it is good preparation both for SATs and other tests when they are older. The results are used to help inform the TT assessments for the headline data, but not exclusively so (i.e. other work is also considered).</i></p> <p><i>Q. Do staff feel that the new pupils who have joined since July are likely to have a negative impact on the attainment figures?</i></p> <p><i>A. This is a possibility – although they are a random selection, initial indications are that some of the cohorts’ overall attainment may be reduced. However, it was noted that the school is now much better at measuring the baseline for incoming pupils, so that it is easier to show progress, put in any required interventions and rapidly build up individual case studies.</i></p> <p><i>Q. How are newcomers allocated to existing classes within the school?</i></p> <p><i>A. This is decided based on information from their old school and other factors (age, gender etc.) looking at the constituent makeup of the different classes.</i></p>	<p><b>AD</b></p>

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*Q. Is **AD** able to give an assessment of the likely percentage of good or outstanding teaching yet (now that appraisals have been carried out)?*

*A. No, he is reserving judgement until results can be triangulated with pupil attainment and progress, together with the book monitoring and learning walk observations.*

*Q. Has the number of volunteer helpers increased, and how many are coming in?*

*A. Yes, there are now about six helpers coming in once a week, and another six available regularly for special events – this is an improving picture.*

*Q. What checks are carried out?*

*A. All volunteers are DBS checked, and the regular ones are also required to provide references.*

*Q. Could **AD** give more information on the SENCO training (being undertaken by Ms McCulloch) and the Real PE training?*

*A. The SENCO course involves weekly sessions at Oxford Brookes and other additional work and assignments, and an additional responsibility for CM. The Real PE course is a skills set course, and will involve an INSET day to roll it out to all staff. This is based in part on feedback from Bartholomew School who have noted that in the past pupils moving up have lacked fundamental skills – this also impacts on their gross motor skills.*

Governors discussed the increase in sports funding, and how this has been spent – including the recent new playground markings, sports trainer coming in from Bartholomew and the training.

Governors recorded their thanks to Mrs Walton and Mrs Holt, who are leaving at the end of this term.

*Q. Could **AD** give more details about the new appointment of Ms Slatter as EYFS Coordinator?*

*A. **AD** explained that she had experience of managing Nursery, Reception and Year 1 pupils in a single class, and was very keen to take the lead for this section. She is also trained in running Forest School sessions.*

## **2. Quality of Teaching, Learning and Assessment.**

*Q. What will the approach/vision be for the EYFS area?*

*A. **AD** noted that in the past Nursery and Reception has been kept separate. The area will become more free-flowing, and a play-centred approach will be used alongside more formal adult initiated tasks in order to better prepare children for Year 1.*

*Q. Will there be plans to offer places to younger children?*

*A. **AD** thought not, as this would require more staff and facilities (sleeping provision, regular nappy changing etc.)*

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*Q. Does the EPA have a central policy regarding provision for younger ages, as there is some evidence that earlier attendance of a school-based setting helps with transition later on?*

*A. No, this is down to individual schools. It was noted that there is capacity to have children join in January and after Easter, with additional staff being employed later in the year.*

**3. Outcomes for pupils**

*Q. Who will carry out the moderation of the Entry Level Data for Reception children?*

*A. This will be done by the new EYFS coordinator with support from the EPA and EYFS consultant.*

**4. Personal Development, Behaviour and Welfare**

Although attendance has improved, **AD** noted that a sickness bug is currently going round which may impact later figures. There are no longer any significant issues with individual pupils or families.

*Q. How is the 'mainstream experience' working out for the two pupils from the Mulberry Bush, and how much support is required from their staff for this?*

*A. The level of support needed has decreased, although staff from the Mulberry Bush remain 'on call' if required.*

*Q. Is this going to be offered across the school?*

*A. No, it is currently restricted to pupils from the older years who are more settled.*

**5. SIAMS**

*Q. What kinds of Collective Worship events are the children leading and becoming involved with?*

*A. This is happening most weeks (with drama/dressing up opportunities) as well as for specific occasions (the Poppy service, Advent etc.).*

**6. Other**

Governors noted the increased carry forward (£85k) and five-year balanced budget.

*Q. What other building works had taken place and why?*

*A. In addition to the new fire alarm system there were new fire doors, cladding had been replaced and some external fences removed to open up more playtime space and encourage more free-flowing access around the site. A ramp from outside the hall door into the playground will also be installed.*

7	<p><b>SCHOOL DEVELOPMENT PLAN AND SELF-EVALUATION FORM:</b></p> <p>No further comments or questions at this time – P&amp;S committee members to consider any questions for discussion at that meeting.</p>	P&S
8	<p><b>SEND report:</b> a couple of typos were pointed out to <b>AD</b>. Governors asked:</p>	

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	<p><i>Q. Given the good progress seen in most cohorts and subjects, was any further discussion/intervention required for the Year 3 cohort (previously discussed by Governors), particularly in writing?</i></p> <p><i>A. AD feels that the staff are doing everything possible, with interventions already in place. Governors agreed that writing would obviously present a bigger challenge for these pupils. Situation to be monitored.</i></p>	
9	<p><b>GOVERNOR SKILLS' AUDIT AND GOVERNOR TRAINING:</b> MT to contact JV for results gathered so far - LD to correlate.</p> <p>MT encouraged Governors to consider which Diocesan courses they might attend. LD to send URL and reminder to Governors with these minutes – Governors to let LD and MT know which courses they will attend, and to book directly with the Diocese.</p> <p><a href="https://www.oxford.anglican.org/wp-content/uploads/2017/06/Excellence-in-Governance-Brochure-17-18.pdf">https://www.oxford.anglican.org/wp-content/uploads/2017/06/Excellence-in-Governance-Brochure-17-18.pdf</a></p> <p>The LGB in March was moved to Wednesday 21 March in order to allow Governors to attend the EIG Safeguarding course.</p> <p>JS also recommended the OSCB courses for Safeguarding:  <a href="http://www.oscb.org.uk/booking-training/">http://www.oscb.org.uk/booking-training/</a></p> <p>It was noted that only one Governor per panel is required to have the Safer Recruitment training, although it may be beneficial if some more Governors could take this.</p>	<p>MT, LD</p> <p>LD, Govs</p>
10	<p><b>COMMITTEE REPORTS</b></p> <p><b>10.1 Performance and Standards:</b> next meeting on Thursday 14 December – LW to Chair, LD to clerk. Agenda to include terms of reference and detailed discussion on Sports Premium and Pupil Premium reports.</p> <p><b>10.2 Resources:</b> MT outlines the main discussions (most had been discussed in item 6). The committee had received information on staff appraisals, and had approved pay recommendations.</p> <p><b>10.3 HT appraisal panel: confidential item – see Part 2 minutes</b>  (7.10 pm – AD, SC and SP left, 7.25: AD, SC and SP returned)</p>	
11	<p><b>SAFEGUARDING/PREVENT DUTY/HEALTH &amp; SAFETY:</b> LW and AD meeting on 4 December to complete the Governor section of the Safeguarding report.</p>	LW, AD
12	<p><b>POLICIES:</b> none. EPA has sent a one-page document outlining the policies required (about 30). AD proposed to send some to each Governor to check and recommend for approval at LGB meetings. It was confirmed that the admissions policy had been reviewed in June.</p>	
13	<p><b>SIAMS:</b> discussed in item 6. BT and HS to come in for discussions with SC (as SIAMS staff lead). Some training required (e.g. RE and Collective Worship). Governors asked whether the third Foundation Governor position needed to be</p>	BT, HS, SC

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	filled before the inspection. It was agreed that it was equally important to have some non-Foundation Governors attend the inspection.	
14	<b>EPA MAT:</b> the merger announcement had been forwarded to Governors, who agreed to discuss a Governing Body response to the consultation at the next LGB meeting.	<b>LD - agenda</b>
15	<p><b>GOVERNING BODY MATTERS</b></p> <p><b>15.3 Committee Terms of Reference (ToRs):</b> discussed (but not minuted?) at Resources. To come to P&amp;S.</p> <p><b>15.7: Governor Health Check:</b> MT to check and consider whether to do 2-3 questions on each LGB agenda -carry forward</p> <p><b>15.8 Governor vacancies:</b> Foundation Governor vacancy – BT to action</p> <p><b>15.9 Governor training:</b> discussed in item 9.</p> <p><b>15.10 Governor monitoring visits:</b> listed in HT report (item 6).</p> <p><b>15.11 Governor communications with stakeholders/community:</b> MT to consider any Governor news for final newsletter of the term. AD to add newsletters to Governor Hub (and use Noticeboard to email link to Governors).</p>	<p>??</p> <p><b>MT, LD - agenda</b></p> <p><b>BT</b></p> <p><b>MT</b></p> <p><b>AD</b></p>
19	<p>The meeting closed at 7.40 p.m.</p> <p><b>Dates of next LBG meetings (all at 6 pm):</b> Wednesday 31 January, <b>Wednesday 21 March</b> (note change of date), Thursday 5 July.</p> <p><b>P&amp;S committee – Thursday 14 December at 6 pm</b></p> <p><b>Resources committee – Wednesday 24 January at 8 am.</b></p>	

Supporting papers	Sent by	Date on Gov.Hub
Agenda	LD	22 November 2017
Attendance sheet	LD	tabled
Minutes of LGB 29 June 2017	LD	October 2017
Head teacher's report	AD	29 November 2017
SDP and SEF	AD	22 November 2017
SEND report	LD	22 November 2017
Resources minutes (from 22 November)	MT	tabled/verbal
SIAMs Grade descriptors	AD	27 November 2017

**Items for next agenda:** SEF, termly review of pupil achievement data, progress with SDP, communication strategy and questionnaires, approve school budget, Governor response to EPA merger consultation.