

Headteacher: Andrew Denham
office.3127@standlake.oxon.sch.uk

Minutes of the meeting of the Local Governing Body (LGB)

held on Thursday 5 July 2018 @ 6.00 pm at the School

Present: **Matthew Bowden (MB)** – Parent
Stacey Conroy (SC) – Staff (teaching)
Andrew Denham (AD) – Head teacher
Jennifer Macdonald (JM) – Foundation
Sue Peachey (SP) – Staff (support)

Hilary Sharrocks (HS) – Foundation
Jonathan Stevens (JS) – Academy Appointed
Mark Turner (MT) – Chair - Academy Appointed
Mary Wallbutton (MW) – Parent
Louise Weldon (LW) – Parent

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

The meeting was quorate (10 Governors present of 11 in post) and was opened at 6.00 pm by the Chair.

	RATIFIED	ACTION
1	WELCOME AND APOLOGIES FOR ABSENCE: MT welcomed Governors to the meeting. Apologies were received and accepted from Tom Walwyn (TW : Parent Governor). Billie Tweedy (BT : Foundation Governor) has stepped down (see item 17.8).	
2	NOTIFIED BUSINESS: none	
3	DECLARATION OF INTERESTS: none for this agenda.	
4	ADOPTION OF THE MINUTES OF THE LGB MEETING HELD ON 21st March 2018: The minutes were agreed (subject to two minor corrections) as an accurate record, signed and passed to AD for filing. LD to send amended electronic version to Catherine Barker (CB : EPA Company Secretary) for Academy Directors and AD for publication on the school website.	LD - done
5	MATTERS ARISING FROM PREVIOUS MINUTES NOT ON AGENDA: 4. Risk register – EPA version received: for discussion at Resources – ongoing 14. Resources ToRs – carry forward to September and send round to committee before the next meeting	MT MT
6	HEAD TEACHER'S REPORT: the report had been circulated and Governors asked: Leadership and Management <i>Q. How did the mid-year appraisals go?</i> <i>A. Some targets were reviewed and updated to reflect the changes which had taken place by this point of the year, but all staff are now on track to meet their targets and the process had been a generally positive one.</i> <i>Q. Has the assessment of the amount of good and outstanding teaching changed?</i> <i>A. No, but once the AP3 data is available, this will allow triangulation, and if sufficient progress has been made by pupils it may be possible to justify an</i>	

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increase in the assessment of percentage of outstanding teaching.

Q. Is there anything specific which Governor need to be aware of in relation to the GDPR changes, and have there been any requests for information?

A. The EPA audit suggested that there was already a lot of good practise in place, but had produced a list of tasks which need completing – these are being prioritised. As yet there have been no requests for information.

Q. Given that the number of visits in connection with Governors' Link roles seemed to have dropped off, could the link roles be considered, and would it be possible to agree a minimum number of visits for these next year?

*A. The list of Link roles was discussed later in the meeting (item 17.4), and Governors **agreed** that there should be three visits per year (one during each seasonal term). These will be scheduled once the monitoring and reporting schedule from the EPA is known.*

Q. Was there any further staffing update to report?

*A. As agreed at Resources, an additional teacher has been appointed (as a job share) on a one year fixed term contract in order to keep class numbers below 30. This will also allow the school to take additional in-year transfers (discussed further in item 9). **AD** also reported that Miss McCulloch is leaving, but a full time permanent replacement has been appointed. He feels that there is a positive mixture of experienced and newer teachers with a good breadth of experience. Staffing allocations for next year are underway.*

Q. When the class compositions and teachers are announced, will pupils also be told their physical locations?

A. Yes, again this is still being decided but will be announced to parents and pupils in two weeks' time.

Q. Was the Open Classroom session felt to be a success, and was there any difference in attendance between this and the parents' evenings?

*A. The session had been well attended, but **AD** did not know whether different parents had come (the parents' evenings have very high attendance anyway). One Governor expressed concern that a teacher had not been present, but **AD** felt that this occasion was intended for pupils to share work etc., so that private conversations with teachers would not be appropriate in such a public environment.*

Quality of teaching and learning

Q. What is PIXL?

A. This is a recently adopted program which was originally trialled in Year 6, but has now been rolled out across the school. It includes excellent resources and support for staff CPD (and will be the main source for CPD in the future).

Outcomes for pupils

*Q. The KS1 results seem to be down from last year's in all three areas. Could **AD***

AD, Governors

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say anything more about this?

*A. P&S committee had discussed the difficulties in the consistency of teaching for this cohort, these have now been addressed, and **AD** pointed out that there is also a higher level of need across the cohort than last year. Governors asked whether a future report could look at the expected progress for this group from their Reception baseline and start of year position to ensure that progress is good. The issue of teacher allocation for this year group was also raised.*

*Q. The Year 1 phonics pass rate does not seem to correlate with the number of children in the cohort: 13, so percentages should be 77 or 69%. **AD** to check.*

AD

Personal Development, Behaviour and Welfare

AD said that while attendance has continued to improve, there are still a small number of families with figures around the 90% level. He feels that there needs to be some additional response. He already sends a letter and has a meeting, but asked for back-up from the Governors. The question of fining was discussed, but it was noted that this would need to go through the local authority and if mentioned as a possibility, Governors would need to be prepared to follow through. The possibility of providing work during absence was also discussed, but it was recognised that this produces an additional burden on teachers.

AD

Governors agreed:

- **LW** and **AD** to discuss individual cases in their upcoming Safeguarding meeting.
- **AD** and **MT** to work on a letter to come from Governors referring to the discussion with the Safeguarding Governor as well as the importance of attendance at this point of the year (when gaps in knowledge are being identified and addressed, as well as opportunities offered for whole school and enrichment activities).
- Also consider next step to be meeting with the Governing Body.

LW, AD

MT, AD

One Governor asked whether part of the issue of taking time off in the last week of term might arise because the school finishes on Wednesday lunchtime, and asked whether in future years it would be possible to avoid this by having Inset days at the start of this week. **AD** felt that the end of the year was not an effective time for training days. The school strives to continue to offer valuable learning experiences throughout the entire term.

Q. How much money had been raised by the triathlon?

A. The total raised was £1,900, enough for three shelter boxes.

Q. Was there any way to increase the number of children taking up the offer of stringed instrument lessons by advertising them more widely?

A. It was noted that these are limited as parents have to pay, but agreed that letters could go out to everyone who is eligible.

SIAMS

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	<p>The inspection will take place on Thursday 12 July, and the evaluation forms have been sent off. There have not been many changes since the form was last sent to Governors, but AD agreed to recirculate to all Governors. BT and Rev. Drew Tweedie are coming in at around 9.30-10 am. Other Governors to attend if possible (it was noted that JM is very new to the role). AD believes that the school is at least good, with some outstanding areas (as supported by the recent peer review). Staff and visitors have noted that the ethics and values are very much in evidence, with pupils much more involved in choosing themes etc. than had previously been the case. It was noted that due to the residential and other events, the full teaching team will not be present for the inspection.</p> <p>Other</p> <p><i>Q. Could AD/Resources committee offer some insight into why the first lottery bid for development of the FSU outdoor area had failed?</i></p> <p><i>A. The feedback seemed to suggest that the school had not consulted the community sufficiently – this aspect will be enhanced in the next application. FSU redevelopment work is going ahead in September.</i></p>	<p>School</p> <p>AD</p>
7	<p>ATTENDANCE – next steps: discussed and agreed in item 6 above.</p>	
8	<p>COMMUNICATION STRATEGY AND QUESTIONNAIRE: the results were circulated in hard copy at the meeting, and had been discussed at P&S. The responses were generally felt to be very positive. The main area for development identified was that of the 30% of respondents who felt that they did not know whether the Governors support the school and provide appropriate challenge. Governors discussed attendance at parents’ meetings and social events, as well as more regular contributions to the school newsletter. It was also noted that this could be a deserved criticism, as Governor engagement had waned somewhat after the Ofsted inspection (see discussion on Link Governor visits in item 6) Governors agreed:</p> <ul style="list-style-type: none"> • AD to ensure that Governors are informed of key events and meetings (next events will be the information evening on Tuesday 17 July from 6-7 pm including class information, and the Chambers Charity Award presentation on Tuesday 24 July). • MT to write regular short updates for the school newsletter (AD to inform him of publication dates), these can include Governors’ appreciation for other aspects of school life (FOSS – scarecrows/fete). • MT to organise social event with staff in September to ensure that they are all aware of who the Governors are. <p>Governors discussed their role at a time when no Ofsted inspection is expected, and noted the importance of raising their profile and keeping the role active. Some Governors felt that engagement had been low at recent meetings, with the level of questioning being insufficient, but it was felt that</p>	<p>AD</p> <p>MT, AD</p> <p>MT</p>

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	<p>this had improved this evening. The importance of active engagement, and receiving papers on time was agreed by all.</p>	
9	<p>SCHOOL BUDGET</p> <p>This had been discussed in depth at the Resources meeting and reported in their minutes. The increased carry-forward allowed for the employment of an additional teacher for next year (discussed in item 6). The possible sustainability risk due to pupil numbers going forward was noted and will be monitored – in order to continue there will need to be 14 pupils joining the school as in-year transfers (this year there were 17). The school will need to look at marketing and a strategic approach, as it cannot depend on the new local housing bringing in additional pupils in the shorter term. Governors agreed that the availability of before and after-school care is a good selling point (Early Years wrap around care also to be considered). Governors asked:</p> <p><i>Q. What is the maximum possible number for the Nursery section?</i> <i>A. The space allows for 45 children, but there are staffing limitations.</i> <i>Q. Is the new classroom going into the Reception area, and will this limit space?</i> <i>A. The school is looking at adding a cover to the outdoor Reception area to help increase space.</i> <i>Q. How has the budget managed to go from a deficit to a surplus?</i> <i>A. Largely due to having adopted a cautious approach and financial prudence.</i></p> <p>Resources committee recommended that the budget be approved: Governors agreed to this.</p>	
10	<p>SEN INFORMATION REPORT – carry forward to September agenda</p>	<p>AD, LD -agenda</p>
11	<p>EQUALITY PLAN – the school does have an Equality Policy which has been reviewed. No further action at this time.</p>	
12	<p>COMMITTEE REPORTS</p> <p>12.1 Performance and Standards: Minutes had been circulated and two of the main discussions have been outlined in the HT report (item 6). The committee is low on numbers now that BT has stepped down from the Governors – JM agreed to join.</p> <p>LW also reported that Mr Brown had attended the committee to talk about Maths, in particular the lower progress of boys. Governors had noted the current gender imbalance of pupils with SEN (9 out of the 10 pupils are boys). Progress will continue to be monitored. Reports on Science and EYFS had also been received and discussed.</p> <p>12.2 Resources: budget agreed (as noted in item 9). Nothing further to highlight. Minutes had been circulated.</p>	
13	<p>HT PROGRESS REVIEW AND APPRAISAL</p>	

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	Governors noted that the interim appraisal had not taken place. The formal appraisal will take place in October – MT asked whether either of the Foundation Governors could join MT , LW and JS on the panel: HS or JM happy to do this. MT to contact the Diocesan advisor to get possible dates.	MT
14	<p>SAFEGUARDING/PREVENT DUTY/HEALTH & SAFETY:</p> <p>Safeguarding – one short term exclusion has taken place, nothing further to report at this time. LW (Safeguarding Governor) meeting AD next week to start work on the annual report.</p> <p>H&S – as noted in the HT report (item 6), the school passed its H&S inspection with only 2 minor areas for development.</p>	LW, AD
15	POLICIES: all agreed at the last LGB – AD to ensure that copies have been signed by the relevant Governors and filed.	AD
16	<p>EPA MAT: the EPA AGM is taking place on Tuesday 10 July (Governors were invited to attend), and MT is attending the EPA Chairs meeting before the end of term. Governors asked about transparency of the DB meetings and availability of the minutes – LD to add to GovernorHub: https://app.governorhub.com/g/standlakecofeprimaryschool/docs/5a0d432ee4739100019e78af</p> <p>MT reported that Chairs’ meetings were now minuted, and that he felt that the EPA processes were more formalised and transparent than in the past.</p>	
17	<p>GOVERNING BODY MATTERS</p> <p>17.1 Election of Chair: LD took the Chair for this item. MT confirmed that he was willing to re-stand for 2018-19. MT left the meeting. There being no other nominations, MT was re-elected as Chair for a 1-year term, and returned to the meeting.</p> <p>17.2 Election of Vice-Chair: LW confirmed that she was willing to re-stand as Vice-Chair, but noted that her term of office as Parent Governor ends on 30 October 2018. LW left the meeting. There being no other nominations, LW was re-elected as Vice-Chair for a 1-year term (subject to re-election/appointment as Governor in the autumn term).</p> <p>17.3 Committee Terms of Reference (ToRs): to be agreed at next Resources meeting</p> <p>17.4 Agree Governor Monitoring roles for 2018-19: SIAMS: JM (- to do training) English: MW SEN: TP Maths: JS Science: HS Sport: MT PPG: MW Safeguarding: LW EYFS: TW Computing: MB</p> <p>AD to confirm staff contacts.</p> <p>14.7 Governor Health Check: carry over.</p> <p>14.8 Governor vacancies: One Director-appointed and one Foundation.</p>	MT- resources agenda

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Governors asked that their thanks and best wishes be recorded to **BT**.
MB and **LW** are willing to continue as Parent Governors from 30 October 2018 (subject to re-election). Governors discussed the importance of their skill sets with regards to the balance of the Governing Body. **MT** to register with the online services for finding Governors, but to hold off on recruitment until the outcome of the parent elections is known. Foundation Governor appointment to be discussed with the Rector and the Diocese.

14.9 Governor training: the 2018-19 Diocese training program is available:
<https://app.governorhub.com/document/5b3f532bb1a0f50006a17cfd/view>
 Booking for individual courses is £80 per course and can be done online through the program in the link above. **MT** felt that the Safeguarding and Good to Outstanding Governance courses might be of particular interest. It was also noted that the EPA may be offering some training next year (including possible Safeguarding training for Governors – **LD** to check and inform Governors if this is the case).

MT has updated the skills audit matrix (responses received from **JM**) – he felt that the Governing Body was well balanced, with only a few possible areas for enhancement:

- Previous Governance experience (although it was noted that several of the Governors have been on this Governing Body for some time)
- Procurement and purchasing
- Property and state management
- HR policy
- Change management

In general, it was agreed that there was a good mixture of skills and backgrounds, but that the matrix could be used in future recruitment.

14.10 Governor monitoring visits: see HT report.

14.11 Governor communications with stakeholders/community: see item 8

The meeting closed at 7.50 p.m.

Date of next LBG meeting – Wednesday 19 September at 6 pm
P&S committee – Thursday 18 July at 6 pm

Future LBG and committee meeting dates to be agreed once the AP data and monitoring dates are known. LBG meetings to be on Wednesdays at 6 pm.

Supporting papers	Sent by	Date on Gov.Hub
Agenda	LD	26 June 2018

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Attendance sheet	LD	tabled
Minutes of LGB 21 March 2018	LD	23 March 2018
Headteacher's report	AD	2 July 2018
Parent survey responses	AD	tabled
P&S minutes (25.04.18)	LD	26 June 2018

Items for next agenda: Schedule of work 2018-19, attainment and progress outcomes for EYFS, Year 1 phonics, Year 2 and Year 6, SDP including priority setting for 2018-19, SEN report, receive annual Safeguarding children report and Looked after Children report, agree Committee membership: Terms of Reference [2018-19], update register of interests, Governor Code of Practice [2018-19]