

Minutes of Deddington Primary School Full Governor Meeting 22 June 2016 at 7pm at the School



Attendees	Category	Late arrival/ early departure
Andy Bird (ADRB) Andrew Bowen (ABO) Gary Bowes (GBO) Jane Cross (JC) Dan Desmond (DD) Charles Elvin (CLE) Clive Evans (CE) Maureen Forsyth (MF) Rev. Annie Goldthorp (AG) Anne Hunsley (AH) Becky Jones (BJ) Anne Linsey (AL) Stan Nelson (SN) Juliet Owens (JO) Martin Squires (MS) Tei Williams (TW)	Foundation (Deddington PCC) LEA Governor Parent Associate Staff Foundation (Deddington PCC) Parent Head Teacher Foundation (Deddington PCC) Ex-Officio Support Staff Chair & Foundation (Deddington PCC) Foundation (Barford PCC) Foundation (Deddington PCC) Foundation (Deddington PCC) Co-opted Governor Clerk	
Tess Dowell (TD)	Vice Chair Foundation (Barford PCC)	

VISITOR David Hunsley (potential new Governor) was in attendance

1. **Prayer** was offered by AG.
2. **Apologies** from TD - accepted.
3. **Declaration of Urgent Business** - none declared.
4. **Declaration of Business Interests** - none declared.
5. **Minutes of the meetings held on 28 April 2016** - signed with one amendment
7. BJ will be leaving after the AGM in Sept 2017.
6. **Matters Arising** (Not covered elsewhere)
 6. Staff & Governing training day - G's need to give availability tonight or tomorrow.
 - FGB Dates have been sent out - could Gs give feedback. TW to circulate again. Action TW
 - Surveys - BJ gave thanks to AL and CLE for compiling results.
 - School Learning Walks report - CE to send to TW for circulation. Action CE
 - JC needs to give SATs papers to ABO and to T&L. Action JC
 10. SDP Planned assembly being run by school council - has happened.
 - Due to confusion DBS checks only GB still to be done. Other governors all covered.
 - Part Two meeting has been set up for 29 June
7. **Chair's Report** (incl. Page Two)
 SURVEYS: BJ said there had been a good response and asked for what sort of feedback should be given. CLE suggested parents should have the key findings. It was agreed that the SDP will be shared with parents at the same time as the survey results. BJ to do it after SDP is adopted in September. Action BJ

 STAN NELSON'S RESIGNATION. SN had offered his resignation with immediate effect. GBO and CLE had written letters of thanks. It was agreed that a letter should be sent from FGB offering thanks for his long and valued service. Action BJ

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VACANCIES - AG had met with JO and delighted to confirm her as a Foundation Governor, subject to Parish Council agreement. BJ welcomed JO. During a discussion about finding new governors CLE said there was an ICT skills gap. TW to send the skills audit to all FGB and collate responses to facilitate a strong FGB in the future. Completed responses by 8 July. CLE said OFSTED had thought the FGB skill set impressive. BJ reminded the FGB it will need a Chair and Vice Chair in a year. **Action TW/FGB**

8. Head Teacher's Report

BJ assumed that everyone has read the CE's report and said the meeting would come back to SDP later. She asked CE if the end of the year progress could be sent to all Governors not just T & L by the end of term. ABO to talk to TW about setting up T and L meeting and circulating papers. **Action CE/ABO**

JOURNEY TOWARDS OUTSTANDING: CE offered a revised version of the plan which was circulated. CE to email to all Governors. CE invited further comments to be sent to him. **Action CE**

COMMUNICATION STRATEGIES: BJ said the SDP meeting with staff and Governors last week was a success. She reiterated that all lines of communications need watching, not just staff/ governors – teaching/ non teaching staff, school/ parents etc. CE said there was a plan in hand.

STAFFING CHANGES: BJ asked that Denise's change of role be added. It was suggested the school should consider after-school care during the recruitment of the new TAs. CE said he thought there were internal staff who might be interested. MF said the subject had come up at Parent Forum. GBO was worried that it will take too long but agreed a survey will establish demand. CE said that it was possible to start in Sept 2017. The FGB were in favour of an outside organisation running it. CE added that some thought needed to be given to the premises. AL said there were currently two main after-school childminders and one was stopping. CE will survey parents again in September and contact the company approached a couple of years ago. It was agreed that an after school facility would be an extra marketing tool for the school. ADRB said that these things tended to increase attendance once they've started. **Action CE**

BJ said she needed to organise staff exit interviews. **Action BJ**

ATTENDANCE: CLE stated that the school was still above average for PP and SEN absences. CE reported it is improving slowly. The key family/child had been supported and attendance is now better.

ADMISSIONS: F1 is now up to 19, with a new family arriving in the parish. The figures were slightly skewed as one of the F2 children is younger than the parents thought. Another child is starting in year 1. CE thinks there will be more children in catchment next year.

BEHAVIOUR AND REWARDS: It was agreed that this looks better but CLE asked what is happening in Yr 5 with platinum certificates and red cards. CE reported that many of the red cards were from earlier in the year.

SAFEGUARDING: CE reported the internet safety incident has been resolved and the parent is now happy.

ACCIDENTS: JC confirmed that although there had been a large increase it is only minor incidents. The H&S completed audit confirmed there were no outstanding actions identified. BJ asked that Paul and Stan be thanked for their work.

5S Project to present to GBO. **Action: GBO/JC**

CATS: JC urged everyone to come and see it - the Friday matinee would be a good time to go as fewer parents will be available. BJ encouraged Gs to attend. The school choir is performing at the Farmers' Market on Saturday, there will also be pop-up performances.

SDP Adventure Playground, top field should be amber, this is not an urgent action required.

9. Minutes from Committee meetings

There were no minutes.

10. SDP

CE has invited all staff to the INSET day Thursday 1 Sept. All Gs are invited to attend when there will be work on roles and relationships.

Project 2 to change from amber to green

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There has been a survey of the pupils at break and lunchtime and there is now data to be examined. JC to make sure AL has it. AL has suggested that this exercise should be repeated in the winter. The results should be communicated to the parents. CE said the school losing one lunch time supervisor but getting 3 new staff so lunch time cover would improve. **Action JC**

BJ said the breakout area in Library looking impressive. All agreed.

10. CE confirmed that the school is attending the Farmers Market with cats leaflets.

NEXT STEPS - IMPACT LOGS: Staff are creating a brief summary of actions and measurable impact of what has happened on each project. It will be out at the beginning of next academic year. **Action CE**

BJ said the SDP meeting was good. The draft plan will come out on 24th June, with 5 project titles and draft project ideas for success criteria. CE to email out to G. Comments to go to CE by Monday 4 July. **Action CE**

Pupil survey Yr5 & Yr6 done it however there had been problems with survey monkey. CE and JC to sort it with Paul. **Action CE/JC**

11. Safeguarding (Incl Page Two)

CE confirmed that staff only need one DBS check.

ARDB said there was nothing of note to report.

BJ said that as this was ARDB's last FGB meeting the Board needed a new Governor to take on Safeguarding.

12. Website Audit

TW has completed the website audit and discussed the results with CE. There were a few little things but on the whole it was in good shape. CE will respond to TW and agreed with GBO it needs more information on extra curricula stuff, music and drama in particular and that he is looking at a redesign for easier navigation. **Action: CE**

13. Academies

BJ thanked everyone for their input and asked the governors for some indication of their initial thoughts. BJ thought Warriner MAT will need a lot of input from the school. CLE disagreed and thought the opposite. GBO thought ODST would assist the school to outstanding, allow it to be autonomous with its finances and to keeping its ethos. He worried that Warriner have half form entry schools which are in need of money and that Deddington's might be used to support others. BJ said that ODST would see the school as an important element in the MAT and ethos and value would be mostly kept. It was highlighted that the Warriner MAT is run by volunteers and that the current Chair is Warriner HT who could move on. It worried some Governors that the HT had too much responsibility with her own school and the MAT. ABO said that ODST is performing well now but there was no guarantee this will be the position in 5 years. BJ said If something major happened at government level she felt ODST would weather it better. CLE felt there was little to choose between them but that we would have more influence in a smaller MAT. He was also concerned about which school the children would attend after. This would depend on how many junior schools join the Warriner MAT. MS informed the meeting of the new OCC strategy, based on the building of proposed new schools would mean there will be another secondary school build within the next 4 years which will be closer than Warriner.

DD asked if there was a window of time. BJ said there was not however the diminishing support from OCC was driving the process. CE agreed the shrinking services were driving us forward and that all schools are having these discussions about the subject. OCC will become an Unitary Authority in the near future. CE said the OCC School Improvement Team of 2 have been replaced by a 1 person on a 3 month contract. ARDB felt that ODST would give the school autonomy and will safeguard the future, CE has visited the staff and office staff at The Blake School, a ODST academy, and was told the transition had been smooth and everyone felt that it was a good choice. He has seen the ODST contract which was tailor made for the school, not a standard issue. The board was reminded that Warriner said that they wouldn't take on a school where the HT was against it. CE declared that ODST is his preferred MAT. He felt the school has a huge amount to offer and would be expected to provide support to other schools in Warriner MAT when it should be looking to itself.

DD said that it has been an illuminating discussion and was making him reassess his thoughts. ODST seems to be supporting rather than controlling.

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THE MEETING VOTED ON THE MOTION:

Given the situation this school currently finds itself in, should this school seek to become a member of a MAT? **Yes 12, No 0, Abstained. 1 The Motion was carried.**

CLE agreed there was no passion for the Warriner MAT and questioned whether there was another MAT the FGB should be looking at. He said parents needed to be guided through the process. BJ to address academies in her end of year letter. ABO thought the parents need to know why we are now considering this move. **Action BJ**

BJ and ABO will attend meeting at Wroxton on Monday where ODST will be presenting to parents.

13. Learning Environment Improvement Project (GBO)

GBO reported there has been a full site survey to allow panning permission to be presented. Further tweaking in some areas is possible. There is still a high content of modern material in the new plans. It will be four to five weeks before the pack is ready for FGB sign off and presentation. BJ to write to parents telling them there will be a consultation in September. **Action BJ**

LCVAP grant - CE reported it has been difficult to get a company to project manage the work and is still looking.

14. Pre-School & Nursery

CE reported he had not been able to meet with TD and found it difficult to meet someone from OCC. The meeting is now arranged and CE will be able to report in Sept. BJ reported that TD has done some preliminary work on this and she will send to CE. **Action BJ/CE**

15. Policies

TW and CE have met and the Policy document is up to date. TW to email a list of policies that need updating to all HOC. **Action TW**

16. Clerk's Report

There was none

16. AOB

CE reported the Cross Uniform Embroidery is to take sell the school uniform. The new badge will be on all new products and the current uniform will be phased out naturally.

GBO said the Budget had been signed off and the surplus remains. The key points are the low numbers for next year but the following years will be full. The budget takes into consideration full pay rises and is good for the next 3 years.

BJ welcomed JO. She also reported that it was ADRB's last FGB meeting and thanked him for all his years of service to the school. She said he had been a fantastic support and done a great job.

Meeting finished at 9pm

Date of next meeting: FGB on Tuesday 20 September

Attachments in Governor Hub Meeting File:

Appendix	Title	Date in Hub
A	FGB Minutes	5 May
B	HT Reoprt for FGB	15 June
C	Copy HT RAG Report June 2016	15 June
D	Copy One Page SDP Report 2015/2016 June 2016	15 June
E	Governor Visit Report Anne Linsey	17 June
F		