

Minutes of Deddington Primary School Full Governor Meeting 20 September 2016 at 7pm at the School



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

1. **Prayer** was offered by AH.
2. **Apologies** from **AG, CLE** and **TD** were accepted. **Tom Harbottle** was welcomed.
3. **Declaration of Urgent Business** - none declared.
4. **Declaration of Business Interests** - none declared
5. **Minutes of the meetings held on 22 June 2016** were accepted and signed

6. Matters Arising

6. Sats papers JC to send to all T&L Governors Action JC
7. SDP feedback to parents: BJ & CE to liaise. Action BJ/CE
8. AB to talk to TW about arranging T&L meetings Action AB
- 5S Project information was not fed to GB. It was agreed this could happen on a regular basis via school council. Action JC
- 10 SDP Survey of pupils: JC to yet to give results to AL which are also to be communicated to parents. JO reported that her child really enjoyed participating. AH reported it was easy to facilitate. Action JC
12. Website - almost sorted now. Emma Best has done a good and quick job.

7. AGM Matters (Election of Officers and Adoption of Code of Conduct)

Chair Election: As there was no challenger BJ stood again and was elected unanimously.

Vice Chair Election: TD and GB stood on a joint ticket and were elected unanimously.

BJ reiterated her intention to stand down in July 2017 and that in the course of the year the FGB need to find someone to take over as TD & GB have made it clear they will not stand. BJ stated that her 4 year term as a Governor expires this year but that she is happy to continue until July. CLE's tenure ends at the end of February 2017 and TW confirmed that Parent Governors can stand again but that an election must be held and open to all parents. TW asked CE to make it known to the parents that an election will take place in January and ask for them to consider standing. Action CE/FGB

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8. Sub Committee Membership

This was discussed and committee membership can be seen in Appendix 1

MS asked that the Whistleblowing Policy should add a Governor is also a contact point.

Action CE

9. Chair's Report

BJ stated that she felt there had been a very positive start to the year, with a great Inset day and training day with Frances. She thanked everyone for all their hard work last year and for signing up for another year.

10. Head Teacher's Report

BJ thanked CE for a very clear and well-written report and asked for questions. All agreed that SEF will be looked at before next FGB.

Action CE

ACHIEVEMENTS: BJ stated the results were very impressive and offered thanks to both staff and Governors. CE said progress measures for KS1 & KS2 were good and above average, though the county is below.

ROAD TO OUTSTANDING: AL & BJ went to a Target Tracker presentation and thought it wonderful and asked the price. CE said it was £900 per annum with foundation package. GB said although it was not budgeted it is not a problem. All agreed it essential as it will help further communications with parents as well as being very easy for staff and governors. It was agreed that parental access is to be phased in. CE suggested a training session for Governors and gave assurances that it is not a huge change in terms of levelling. OFSTED like it too. GB asked if the school could use tablets, instead of the more costly ipads. CE thought this possible. TH asked if data held in cloud or on server and CE confirmed it is on a cloud for easy access.

Action CE

PERSONAL DEVELOPMENT AND BEHAVIOUR: Wrap around care - GB agreed reporting on progress on this should go through F&P. JO said the letter should be added to the book bags as paper copies, as not all families have printers, which was agreed.

Action CE

Actions for Terms 1 & 2 - CE to chase Frances Bartlett for info on whether governors are needed at T and L review.

Action CE

COMMUNICATION STRATEGY. BJ thought the parents' letter good and asked about monitoring which CE said was being covered by Denise Welch and himself.

GOVERNOR AND STAFF COMMUNICATION: BJ thought the document excellent and asked Governors to book schools visits through TW.

Action FGB

ATTENDANCE: BJ asked what actions were being taken on disappointing figures for PP and SEN. CE confirmed that it is still the same child but there were signs of progress.

OCTOBER CENSUS DATA: BJ would like every effort made to get any child thinking of moving to Deddington on the census by cut off date.

Action CE

ANTI-BULLYING: BJ was delighted with the great ideas in the report and asked if they will be monitored. CE said they would and that a relook at the Policy was needed. There will be some SDP work on this over the term. Policy for next FGB.

Action CE

ACCIDENTS: CE to brief TH as new H and S governor from now on.

Action CE

PARTNERSHIP: CE reported from his meeting that Annabel Kay was now Chair. There were discussions on Prevent Duty radicalisation and sports premium. Sports premium will double next year - plans for reporting to FGB from PE coordinator. He was impressed with the new plan for transition from Yr 6 to Yr 7. Andy Hind is to run a course during Inset Day for all partnership schools.

COMPLAINTS: Although not a formal complaint, there had been comments made about a Values homework being seen as overly zealous. CE & BJ decided that this should be tabled at Governor level, although emotive to some it is not to others but needs to be taken seriously.

Action FGB

PARENT CONSULTATION MEETING: MF confirmed she is happy to coordinate. JO said she found it difficult to concentrate with the amount that was going on in the hall. The problem being the children and the layout of the tables. JC said the staff liked the new approach. It was suggested that the school should consider showing a DVD and GB suggested the layout of the tables should be examined.

Action MF/CE

RAG - GB asked why there were some items in red when it had been agreed no action was necessary. CE said he'd change to amber.

Action CE

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11. Minutes from Committee meetings F&P, Foundation, T&L

BJ asked about the Bulge Year mentioned in the F&P minutes. CE said would need to take advice on our pupil admission numbers. **Action CE**

12. SDP and Allocation of Projects

SDP: BJ offered congratulations to the staff and Governors for successful and timely completion of the SDP cycle.

There were a few amber areas that BJ asked if had been carried forward. CE confirmed they had but would not necessarily be in the next SDP plan. BJ asked if everyone was happy with the way they and the staff worked last year. As there were no comments staff & Governors will liaise as last year. **Action CE**

NEW SDP: BJ said it was a good concise plan with more focus and asked whether premises issues could be transferred for F&P monitoring. GB happy with transferring to F&P but will stay within the projects they are allocated to. **Action CE/GB**

CE suggested linked Governors for each project.

Project 1, Leadership & Professional Development CE will report to BJ for her CoG report. **Action CE**

Project 2 BJ will report into T&L. **Action BJ**

Proj 3 AB

Proj 4 What will success look like - CE would like to add a sentence on that. **Action CE**

Proj 4 AL will report to Foundation **Action AL**

Proj 5 EYFS TD to be asked if she'd like to take it on but it may go under T&L. **Action BJ**

BJ suggested it seems to be weighted towards the beginning of the year. CE said that he was happy with that as reporting on impact would come later.

CE stated when RAISEONLINE comes out he'll add a one page achievement summary. Final version will take RAISEONLINE into account. Final version to be circulated to all governors, draft sent out with papers is working version until then.

13. Safeguarding (incl Page 2)

CE & JO have looked at the audit and identified no issues. Report is done and TW to send out to all Governors. JO reported she is attending Safeguarding course on Monday. CE asked TW to ensure all Governors had completed the Prevent training and read section 1 of 'Keeping Children Safe in Education and read the revised safeguarding policy. **Action TW**

14. Academies including a vote on the motion

The Governing Body moves to start the process towards Academy status within the ODSM MAT

BJ said that various MATS had been discussed at length at the June meeting when the FGB concluded ODSM was its preference. The FGB voted on the motion which was carried with a unanimous vote. BJ will send a letter of Expression of interest to ODSM to start the process. MS reiterated that we have to make sure that the parents must understand this move is not for religious reasons but about excellence in education. Parent Consultation meetings need to be arranged and BJ suggested the week after half term but with a staff meeting before. CE was asked for a date to discuss at staff meeting. MS said the staff need reassurance that their T&C will not change. BJ to ask ODSM if they have information that we can give to staff in terms of reassurance. CE to give BJ useful information from The Blake School, which has completed the process. **Action CE/BJ**

15. Learning Environment Improvement Project (GBO)

GB informed the meeting the drawings and survey have been completed. There is a slight concern there was no provision for a sleeping room in Nursery block, but that this was not insurmountable. GB asked if everyone were happy to progress to the next stage of planning. All in agreement. AH asked if the outside area is a prescribed area. GB and MS said this is not the case. GB and TH to work on a display for parents evening. TW & CE to write a press release to go out after the parents evening on 20th to Banbury Guardian with photos. **Action CE/TW/GB**

CE reported the Diocese is working in the school repairing lights in half term, doors in February and toilets next summer.

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16. Pre-School & Nursery Business plan

There has been little movement on this. CE has talked to the county about support and they have offered a meeting. CE to liaise with TD and present to next FGB meeting. Action CE/TD

17. Policies

Safeguarding Policy - adopted. Accessibility to be prioritised. Others to be renewed are Admissions, Classrooms Observation, Governor Visits, AG&T, Volunteering in Schools, Home School Agreement, Professional Capability, Grievance, Appraisal of Teachers and Staff, Food, Safe Recruitment, Staff Development, Stress at Work. Critical Incident though not a policy needs looking at. Action FGB

18. Clerk's Report

TW asked that all HoC look at the Terms of Reference which might need updating. She also said the date of the next meeting had change to 30 November. Action HoC

19. AOB

BJ asked about a Staff & Governor Christmas drinks this year. All thought it a good idea AH to check date with staff and confirm date. Action AH

AH reported Sue Lenihan said there was a country wide checking of SEND by Ofsted. She is checking that all is up to date and brought to next FGB Action AH

Meeting finished at 8.55pm

Date of next meeting: Wednesday 30 November 2016

Attachments in Governor Hub Meeting File: .

Appendix	Title	Date in Hub
A	FGB Minutes	30 June 2016
B	F&P Minutes July	14 July
C	Foundation Meeting July Minutes	18 July
D	T&L Minutes 4 July	18 July
E	NGA Code of Conduct	13 Sept
F	2016 Published Results	14 Sept
G	Deddington Anti-Bullying Report Sept 2016	14 Sept
H	Draft SDP 2016 - 2017	14 Sept
I	Ht Report to FGB Sept 2016	14 Sept
J	Journey to Outstanding Report May 2016	14 Sept
K	Partnership Learning Walks Spring 2016	14 Sept
L	Safeguarding Policy Sept 2016	14 Sept
M	Draft Plan for Governor Staff Cohesive Working	14 Sept
N	SDP 2016-2017 August 2016 version	14 Sept