

Minutes of Deddington Primary School Full Governor Meeting 30 November 2016 at 7pm at the School



Meeting of the Governing Body

Wednesday 30 November 2016 7pm at the school

Attendees	Category	Late arrival/ early departure
Andrew Bowen (AB) Gary Bowes (GB) Carrick Cameron Jane Cross (JC) Tess Dodwell (TD) Charles Elvin (CLE) Clive Evans (CE) Maureen Forsyth (MF) Rev. Annie Goldthorp (AG) Tom Harbottle (TH) Anne Hunsley (AH) Becky Jones (BJ) Anne Linsey (AL) Juliet Morris (JM) Martin Squires (MS) Tei Williams (TW)	LEA Governor Joint Vice-Chair, Parent Foundation (Deddington PCC) Associate Staff Joint Vice Chair Foundation (Barford PCC) Parent Head Teacher Ex-Officio Foundation (Deddington PCC) Co-Opted Support Staff Chair & Foundation (Deddington PCC) Foundation (Barford PCC) Foundation (Deddington PCC) Co-opted Governor Clerk	7.12
Dan Desmond (DD)	Foundation (Deddington PCC)	

1. **Prayer** was offered by AG
2. **Apologies** from DD were accepted. Carrick Cameron was welcomed.
3. **Declaration of Urgent Business** - none declared.
4. **Declaration of Business Interests** - See #17
5. **Minutes of the meetings held on 20 September 2016** were accepted and signed
6. **Matters Arising** (Not covered elsewhere)
 6. JC was asked if the survey of pupils had been communicated to parents. She confirmed she is waiting for comparative information before writing. Action JC
 7. BJ asked if she or CE would write to the parents informing them of a Parent Governor election in Feb 2017. CE will add this to his newsletter Action CE
 10. CE has briefed TH on H&S and will touch base again after Christmas. Action CE/TH
 11. Bulge Year 2017- CE needs further details before reporting back at next meeting Action CE
 - AOB. Governor/Staff Christmas Social on 13 December c. 18:00 and drinks at school on 15 December Action FGB
7. **Outstanding Reading School Plan** - Presentation by Sue Lenihan and Denise Welch
It was reported that the school had already embarked on this. The school council have taken on a book-swap project to encourage frequency of reading with enjoyment.

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Two assemblies have introduced Reading Miles; after each completed book the pupils record their achievement which is seen by the teacher. Levels of reading are rewarded. TAs have had training in phonics.

DW has had Reading Recovery training and passed it on to TAs so will now be used across the school. Monitoring will be done to note effectiveness. There has been whole school homework. Engaging parents has been a major part of the work; 20 parents recently attended a meeting to explain the phonics approach. The power point presentation shown has been sent to all parents. DW reiterated the importance of getting parents onboard. This initiative is based on research showing the importance of phonics in helping to create avid readers. Fundraising is to be carried out this year to help resource refurbishment of the library in summer and to purchase books, which will create a better resource and a more interesting environment. Parents are to be encouraged to donate books. The Village library is a resource that can be used more by families. CC suggested that pupils could act as school librarians which he has found useful in encouraging reading interest. BJ asked what the impact will be; Sue Lenihan said it has been noted that a focus on phonics doesn't always lead to good reading comprehension and they are trying to promote reading as a way to improve all-round learning. BJ Offered thanks for the presentation.

8. SEND report, Pupil Premium impact report for 2015/2016 & Spend Report for 2016/2017 - Presentation and report presented by Sue Lenihan.

PP IMPACT - BJ told the meeting she thought it a clear report. 1-2-1 tuition (bespoke for each child), BJ asked why PP Impact only 60% made good or better progress. SL explained that she queries if the intervention is the right one and consults a large body of evidence to which she has access. An intervention monitoring sheet is completed, and quite often the problem is an attendance issue. Whatever the issue extra monitoring is done and, in some cases where attendance is the issue, the home school link worker is involved. She confirmed a lot of effort is put into these situations. GB said that he felt reassured that anomalies are investigated. AB offered congratulations for the work being done. SL said a lot of good things are happening but further input from staff is being encouraged. It was confirmed that PP is a big focus in all areas in the school. CE said that the planned expenditure is constantly being monitored. SL said there is strong evidence that professional development is a good investment. SEND - SL suggested that pupils who are flagged up are often PP children. She reported she is really happy with pupil progress. Individual tracking sheets show a detect correlation between attendance and progress. Attendance is to be tracked more clearly. She confirmed the school's advisors are very good. CC asked about Occupational Therapists and whether we can work with other schools to access the help needed. SL reported that the situation is currently under control, though applications for funding is her major concern. GB stated that if ever money is the issue, this should be communicated to F&P through Clive as finances should not be a barrier to answering a need.

9. Chair's Report

Governors visits - BJ asked everyone to try to attend one of the following days 26 Jan, 7 Feb, 3 Apr, 10 May, 23 May 23 and 13 June. She apologised for the number of FGB papers associated with the meeting, a situation that is being addressed. BJ wished to point out that she has only 3 more meetings as Chair and appealed to everyone to consider taking over. All options can be considered, including a fixed term of a one year tenure. **Action FGB**

10. Head Teacher's Report

BJ said that it is a very informative report. AB asked about the purchase of Target Tracker. CE reported he has already bought it, though not concentrating on Target Tracker through the whole school at the moment. AB asked for training on it and CE agreed to provide this. AB asked about behaviour and rewards figures for older pupils as they look more pleasing than last year. CE said the school is enjoying a very calm atmosphere at the moment. CE confirmed 197 is the correct number on the register. BJ said attendance is good this year so far. BJ asked that CE mention in his letter to parents the school's policy on unauthorised attendance; CE confirmed that each letter will be tailored to each family. CE mentioned the RAG and SDP report were not included and asked if this was acceptable to the FGB, given that the information is all included in his report. This was agreed.

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CLE asked about the academy status of the two partnership schools we work most closely with. CE reported that one is going into ODST MAT and the other is looking at other options and confirmed our decision has not been detrimental to the partnership with the Warriner and other partnership schools. BJ reported that she had let the Warriner chair and head know about our decision to go with ODST. CC reported that being part of a MAT currently makes little difference to the day to day working life in his school. **Action CE/AB**

11. Minutes from Committee meeting (incl disbanding of P&C) T&L, F&P, Pay Committee, P&C, SIAMS, Wrap Around Care

There were no questions on the minutes supplied. TD informed the meeting of P&C's discussions about its value (as seen in the minutes). The consensus was P&C should be disbanded. Some of the work will need to be relocated. AG's relationship with the community needs discussion. MF to continue her roles. TD to go back on F&P. JM to join T&L. Circulation lists will need updating.

ACTION: TW/ Chairs of Committees

Wrap Around Care - GB reported the survey was positive in terms of need. High Fliers representative is to visit CE next week to start discussions. GB asked for the FGB vote to progress this further which was unanimous. CE hopes that this provision could be in place for February 2017 and certainly in advance of our targeted aim of September 2017. **Action CE**

GB reported that he has finalised the budget benchmarking which is excellent in all areas except self generated funding. It is likely to be better next year as it is a focus of F&P. BJ offered her congratulations on the work done.

12. RAISEONLINE

CE said that this needs to go to T&L too. He has summarised it though the original, which can be viewed on the Hub, is very confusing. The dashboard is more illuminating. AB said we should remember that it is the first year and that next year we will be able to make better comparisons. It highlights two areas of weakness, even though it is only 1 or 2 pupils. CE pointed out that attendance is not mentioned and that it needed to be remembered the figures are not validated. His criticisms included the lack of consideration of the different categories of PP so the data varies from the document. Yr 3 is to focus on progress rather than attainment as their KS1 data was very strong. There is a group of lower ability mathematicians. Spelling and grammar are above the national average. More staff training means closer tracking. SPAG needs to be brought up to the level of reading and writing. BJ said we should be very proud. BJ offered thanks to SL for her input.

13. SDP

Reporting in detail on progress will be done at subcommittees, mainly T&L. BJ wanted to make sure that all Governors have made contact with their staff project owners before next FGB. CC to be responsible for monitoring Project 5. BJ encouraged link visits before the January meeting. CLE has been allocated Project 1 with reportage to FGB as minuted at AGM. **Action FGB**

14. Safeguarding (incl Part One of Keeping Children Safe in Education)

JM has gone through the school's central record. She reported that Suitability Declaration form needs to be done annually TW to arrange it before the January meeting. CE to ensure staff do it. CE said there was a new PREVENT screening. JM to confirm. BJ and JM to meet after Christmas.

Action TW/CE/JM/BJ

15. Academy Status Update

The ODST Academy order has been received. The next stage is for ODST to talk us through the next stages and set a date for the parent consultation meeting. This is to be followed by a period for questions. It looks likely to be a June conversion. CE really wanted letter to parents to go out this week but still waiting for ODST response on date. ODST Leadership meeting minutes that were sent to him were outstanding and contained many really useful documents. The ODST courses for teachers look to be very interesting. TW said that anyone considering becoming Chair should attend an OCC Academy training course. TW booked a Clerking on one in January. **Action CE/TW**

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16. Learning Environment Improvement Project, (incl Building Budget)

GB informed the meeting that the project is currently proceeding through planning slowly with some questions about materials. There is no update on costings. Trustees have agreed to cover the costs not coming from the school, though they were not happy to spend until planning has been received. TH to get up to speed on the building plans and run any queries past work colleagues. It is likely that it will be completed on a phase by phase approach as they are three very distinct projects. **Action TH/GB**
CE reported the roof lights have been changed and are much quieter. There is a full schedule for the work for the rest of the year totalling £100k. This will include the refurbishment of Yr 1 toilets, Yr 5 door, woodwork and entrance. During February half term the corridors, Yr1 wooden wall and doors into courtyard are to be done. LCVAP can be rolled over for the LC toilets which can be done over Easter.

17. Pre-School & Nursery Business plan

MS declared an interest.

CE and BJ have met with Pre-school Chair and Management reassuring that there the school wanted a shared vision. It is advantageous in terms of staff ratios to wait until after we have become an Academy to progress this further. CE to work on current staffing position with Rachel. CE has started a vision statement. ODST has an HR Director who can advise on staffing issues including salaries. MS informed the meeting that Section 106 money from the new development is in question as the new application for 99 houses was again turned down again by CDC. The application for 88 houses had 106 money for nursery, though nothing specific for the school. There is uncertainty as to whether we will get any money at all. CE said that KS2 children moving into the estate will have problems finding a school to take them. **Action CE**

18. Equality and Diversity - CE

Comments and feedback received necessitates another look at the Single Equality Policy which does not have anything about faith and belief in it. A balance is required. CE proposed a working committee to make a proposal to bring to the FGB. It was agreed it should be CLE, AG, LK, CE, and AL. Frances Bartlett to be invited to term 3 meeting when this will be discussed. **Action CE/AL/AG/LK/CLE**

19. Policies

Antibullying policy - some grammatical changes to be made then BJ to sign. **Action CE/BJ**

Behaviour for Learning - Christian faith changed to values. Changes to be made then BJ to sign.

Action CE/BJ

10. Clerk's Report

TW asked for Governor's date of birth for ODST.

20. AOB

CE wanted to thank AG for the lovely service she conducted for Hugh Marshal. And wanted to minute his thanks to Hugh for his service to the school and as a Governor. He said there will a Hugh Marshall area in the quiet zone.

The meeting closed at 9pm.

Date of next meeting: Wednesday 25 January 2017

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Attachments in Governor Hub Meeting File:

Appendix	Title	Date in Hub
A	FGB & AGM Minutes Sept 2016	21 Sept 2016
B	Safeguarding Report Sept 2016	21 Sept 2016
C	Keeping Children Safe in Education	21 Sept 2016
D	Agenda	12 Nov 2016
E	T&L Minutes	24 Nov 2016
F	Appraisal Report to Governors Nov 16	24 Nov
G	Plan for Governor/Staff Cohesive Working	24 Nov
H	SDP 2016/2017 Nov 2016 version	24 Nov
I	School Review 5.10.16	24 Nov
J	URN 123185 2016 Unvalidated Inspection Dashboard	24 Nov
K	URN 123185 2016 Summary Report	24 Nov
L	2015 -2016 Pupil Premium Spent Impact Report to Governors	28 Nov
M	2016 -2017 Pupil Premium Spend Objectives & Costings	28 Nov
N	Deddington Safeguarding Report Sept 2016	28 Nov
O	F&P Minutes Nov 2016	28 Nov
P	HT Report to FGB	28 Nov
Q	Keeping Children Safe in Education Guidance Sept 2016	28 Nov
R	Minutes of SIAMS Meeting Nov 2016	28 Nov
S	Monitoring Progress of Pupil Premium 2015/2016	28 Nov
T	P&C Minutes Oct 2016	28 Nov
U	Part One Safeguarding	28 Nov
V	Pay Committee Minutes Nov 2016	28 Nov
W	RAISEONONLINE & Inspection Dashboard Summary 2016	28 Nov
X	SEND Governor Report 2015/2016 Final	28 Nov
Y	T&L Minutes Oct 2016	28 Nov

POLICIES	
Anti-bullying Policy 2016/2017	28 Nov
Behaviour for Learning 2016/2017	28 Nov
Single Equality Policy 2015	28 Nov