

Minutes of Deddington Primary School Full Governor Meeting 25 January 2017 at 7pm at the School



Attendees	Category	Late arrival/ early departure
Andrew Bowen (AB) Jane Cross (JC) Carrick Cameron Dan Desmond (DD) Tess Dodwell (TD) Charles Elvin (CLE) Clive Evans (CE) Maureen Forsyth (MF) Rev. Annie Goldthorp (AG) Anne Hunsley (AH) Becky Jones (BJ) Anne Linsey (AL) Juliet Morris (JM) Martin Squires (MS) Tei Williams (TW)	LEA Governor Associate Staff Co-Opted Foundation (Deddington PCC) Joint Vice Chair Foundation (Barford PCC) Parent Head Teacher Foundation (Deddington PCC) Ex-Officio Support Staff Chair & Foundation (Deddington PCC) Foundation (Barford PCC) Foundation (Deddington PCC) Co-opted Governor Clerk	Left 8pm
Gary Bowes (GB) Tom Harbottle (TH)	Joint Vice-Chair, Parent Co-Opted	

1. **Prayer** was offered by AG
2. **Apologies** from TH & GB and from AG for leaving early
3. **Declaration of Urgent Business** there was none
4. **Declaration of Business Interests** there were none
5. **Minutes of the FGB Meeting** held on 30 November were accepted and signed.
6. **Matters Arising** (Not covered elsewhere)

6. **H&S** - CE confirmed that TH is going into school to look at the file. **Action: CE/TH**
6. **Bulge Year** - CE reported OCC Admissions have been consulted and the school would be asked if a bulge year was required, rather than the other way round.
11. **Wrap Around Care** - CE confirmed there is a parent meeting on Friday which High Flyers (the supplying Company) will attend and that an Ofsted application has been made. Starting date is c. Feb 26, after half term. BJ asked that it should go in the newsletter. **Action: CE**
- 14 **Safeguarding** - Suitability forms returned signed by everyone at the meeting. TW to ensure GB & TH do so at the next meeting. **Action: TW**
18. **Frances Barlett** could not make the FGB meeting to discuss Single Equality but is happy to answer any questions that may arise.

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6. Gov/Staff Social - AB said it is possibly inappropriate to organise the event for a time when staff had responsibilities late outside school the day. It was suggested that Governors could help the staff at the event to assist in an earlier finish.

7. Chair's Report

Parent Governor Elections - BJ informed the FGB that we are to hold a Jan/Feb Parent Governor election as CLE's 4 year tenure will end 28 Feb. CLE confirmed he will not stand again. BJ said G's should encourage parents to stand and that the FGB was not looking for a particular skills set. She also asked for more Governors to join the Head's Appraisal Panel for which there is a training session on 28 March. JO is attending. **Action: FGB**

8. SIAMS - Libby Knox gave a presentation regarding SIAMS to ensure that all Governors understand the basics. SIAMS inspection is a statutory requirement for church schools and is held every 5 yrs for good and outstanding schools. The next school's inspection is May 2018 – the inspection covers 4 core questions that LK went on to explain. LK handed out a list of Grade Descriptors from Birmingham Diocese which covers the 4 key questions that need to be addressed. She stressed that it is important that all G's are familiar with these matters for the inspection. Foundation governors hold the Primary responsibility but all governors are welcome to be involved and should be aware of the requirements of the inspection. LK ran through the format of the inspection. The last visit valued the school as Good in all areas but Outstanding in Collective Worship. The mid-term inspection said improvement was obvious in all areas. The key development points were picked out for all to note. BJ said that this now feeds into SDP. LK said all relevant documents are on the Hub in the SIAMS folder. TD asked how the school was to set about up-skilling the Governors. LK said this meeting was the start of the process and that much of it is information sharing but there will be specifics that will become apparent in the future. She encouraged the FGB to read the documents on the Hub. It was noted that standards are always moving upwards so the school continually has to reach for Outstanding.

LK said she hopes to organise an RE day with a Narnia focus. CC said that would be good cross-curricular links with the push on Reading. BJ suggested that recent work on the vision statement and school motto need to be added to the Values section of the toolkit, and also that the 6 principles underlying our school improvement need to be referenced. BJ thanked LK for her input and hard work. **Action: FGB**

9. Equality & Diversity

The working party, consisting of CLE, AG, LK and AH led by CE, reported a very focused discussion. CE thanked CLE for the documents he produced on the Equality Act and related legislation which were most helpful. A model policy, now gone out to all Governors for consultation, will come to FGB for ratification at the March meeting. CLE said the most important points that had emerged were that all Governors should be aware of pitfalls, that the general principals cover everything we do but there are notable exceptions. All members of staff should be aware of the corporate and individual liabilities. The bar in practise for adults is higher than for children. He said the school needs to make this as important as delivery of education and safeguarding. CE asked that discussion of the new policy should be an Agenda Point for next meeting. CE confirmed he is to lead a staff meeting on the subject. TD asked if we should have an Equality and Diversity Champion - CE confirmed that it was part of his role. The Governors agreed the policy should be summarised and uploaded on the website. AH said the school should ensure it is continually updated. All agreed. CE said the new Policy gives a range of examples which helps understanding. CLE pointed out that there is a positive directive that one can discriminate by *not* doing something. The Working Party will review policy in the light of the discussion. **Action: AG/LK/A/CE**

10. Head Teacher's Report

BJ presumed everyone had read it and asked for questions. BJ wanted to thank Paul for LCVAP work and noted the progress was very pleasing with the Playtime equipment receiving universal approval.

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Staffing - BJ asked why the supply cover figure was low? CE said less illness than previous years.

A question was raised about Singapore Bar Method of teaching maths. JC was enthusiastic about it and explained it is way of simplifying everything pictorially.

She reported that it works very well for pupils who are not able to work with just numbers. CC agreed that it is of great value. CE said it would be on next year's SDP. JC reported she will roll it out across the school in time. CC suggested that anyone interested should search You Tubes for the videos. CC to circulate the URLs. AB was more sceptical about the teaching and informing the meeting the Singaporeans teach only for a short time, only maths and spend much time researching and preparing. BJ asked about the implications of Mrs Lynch qualifying as a PE Mentor. CE reported that this means she can now pass on her skills to all staff.

AB asked about the Warriner Partnership and CE reported developments in year 6 to year 7 transition. This includes a reduction in paperwork and greater efficiency and therefore more effective. He continued by saying there is a move to increase the number of Warriner staff visiting the school to ease the transition from year 6 to 7, and was very enthusiastic about the head of Year 7.

Funding, CE informed the meeting that it is likely the school will lose c. £200 p.a. per capita and that more rural schools are losing funding than gaining. These losses equate to £40,000 per year which will mean that there will be some major changes, though the school is in a much better place than most. This reduction starting in April 2018 will probably mean staff losses. CE said it will be interesting how ODST will support us with this potential cut back.

Absence figures are very good stated BJ who asked the implications of 3 pupils in F1 being added to SEND register. CE said it may bring in some financial help, though not at the moment and that it will be a small proportion of the extra hours the children are receiving. He confirmed the school does have some contingency in the budget for this.

MASH referral - JO will be briefed by CE.

Action:JO/CE

BJ said it was a very comprehensive report and offered thanks to CE

11. Minutes from Committee meetings

BJ asked AB if there was anything to flag up. AB said the committee had delved into the details of RAISEONLINE and that the meetings were now scheduled to tie in with the release of the most recent figures.

TD asked if it was true that Yr 6 expected improvement to date is 100%. JC confirmed this.

The school sits in the top third of the 300 Oxon Primary Schools. MS said it seems the smaller schools tend to be the ones in the top third. CE said that given the wide range of needs in Yr 6 last year this shows great progress.

CE added that the comparison data provided shows that the progress made by our children compares very well with other local schools.

12. SDP

BJ said that most projects are under T&L. SDP looks very green currently. TD to be removed from Project 5 and TD to take over leadership and management from CLE. CC to take over project 5, as agreed at T&L. BJ asked if other G's had comments on their responsibilities and added that should everyone catch up with their project leader before next FGB.

CE and TW to do a doodle poll of meeting dates for June SDP meeting with all governors and staff.

Action: TD/CE/TW

13. Safeguarding (incl Suitability Declaration)

All signed the above except GB and TH. JO has booked on a Safeguarding course.

Action:TH/GB

14. Academy Status Update

BJ told the meeting that the school is now in a consultation period. There were 2 parent meetings last week attended by 28 people. CLE said he'd been asked several times whether it something parents should be concerned about, to which he answered no. BJ confirmed that all responses had been positive and the GB had received thanks for putting the pupils first. BJ has put an article in Deddington News to inform the community of the consultation period and directing questions on the matter to CE and BJ. ODST Leadership meeting is tomorrow and will be attended by CE, BJ and TW. FGB will vote on a formal resolution at the next FGB on 30 March. It looks as if the school will complete the conversion to academy status in June.

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BJ said the Scheme of Delegation needs to be looked at in detail and asked the Heads of Committees to lead on this by 1st May. **Action: HOC**

The financial procedures document will go to GB. These are the two things that can be changed by Governors for our school.

Due diligence; education health check will be carried out by 21 March. Budget health check also needed – date tbc. GB to lead on this. This will be discussed at next FGB but anything worrying should be brought to light earlier. **Action:GB/CE**

Building conditions survey has to be done. CE has not heard anything yet about Financial Health Check and the view of Projected budget.

CE said the conversion fee of £6,000 has been taken by OCC from the school's budget but that it will be credited by ODST.

TD asked about a Q&A for parents on the website? BJ said yes there would be one.

CLE asked if there will be a name change - CE confirmed that the school name would remain unchanged.

CE confirmed Vicky Stevens would be retiring from the office at the point of change over and that CE has been looking at finding ways of recruiting and training on the new financial system by talking to the ODST head of HR. **Action:CE**

15. Learning Environment Improvement Project, (incl Building Budget) GBO

There was no update on planning permission, though planners have visited site. GB thought the school is close to getting planning. The site survey is slightly more expensive than thought and with planning a total of £15,360 has been spent to get to this stage. The key issue is some invoices are arriving little earlier than thought but we are on course for what was agreed as the budget in the meeting of the FGB of Nov 15. Trustees have confirmed they will cover the planning costs but will not pay out further money until we have a funding plan in place.

BJ asked GB to follow up with the architect. BJ has said that we now need a funding plan. GB said there was no VAT due but Academisation has an important bearing on the budget. MS said the Parish Council Section 106 from the Deddington Grange build has prioritised money for nursery but there is none for the school. **Action:GB**

The FGB were pleased that the theatre and music space will offer revenue for the school though there is a funding shortfall. BJ, GB, MS, CE, JO & TH will form a working party. MS & CC will help with fundraising. BJ has volunteered to head up the fundraising committee and will continue after leaving the FGB. The costs are c. £210 - £240K ex-VAT. The Trust Fund as £200K. Parish Council like the plan but is concerned about the loss of car parking. BJ confirmed that this will not happen. **Action:BJ/GB/MS/CE/JO/TH**

16. Pre-School & Nursery Business plan

CE and BJ met pre-school committee, and are looking at a joint vision document, which CE has made a start on but need pre-school input. **Action:CE**

1) Strategic aim to have the education of all children 2 yrs + in one place in the village

2) Providing finances work, look to extend the age limit

3) Conversation to academisation should happen first.

BJ asked if all agreed - confirmed.

Salaries need looking at to make sure bands are consistent with current teachers and support staff in school.

17. Policies

CPD needs cross referencing to Appraisal and T&L policies. A point needs to be added that there is a limited pot of money for this.

Questions referring to healthy Food and to Equality need to be put into the next parents questionnaire. MF will be asked to take on the parents questionnaire after the next FGB. **Action:MF**

TD asked for a reminder to parents about the 'no nuts' to school rule.

All Policies presented were ratified.

18. Clerk's Report

TW asked DD to sign Part 1 of Keeping Children Safe in Schools and also all Governors to sign a Suitability Document.

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19. AOB

BJ thanked CLE for his help and input over the last 4 years in assisting to bring the school to its current positive position. CE offered personal thanks to CLE.

AH thanked governors for the contribution to the drinks bill for the staff party at Christmas.

CE offered a huge well done to those involved in the panto.

TD mentioned that BJ has only two more meetings as Chair

Date of next meeting: Thursday 30 March 2017

Attachments in Governor Hub Meeting File:

Appendix	Title	Date in Hub
A	FGB Minutes Nov 2016	10 Jan 2017
B	T&L Minutes 9 January 2017	13 Jan 2017
C	Autumn Term Progress 2016/2017	18 Jan 2017
D	Primary School League Tables 2016/17	18 Jan 2017
E	SDP 2016/2-17 Jan 2017 version	18 Jan 2017
F	Plan for Governor Staff Cohesive Working	18 Jan 2017
G	HT Report FGB Jan 2017	18 Jan 2017