

Minutes of Deddington Primary School Full Governor Meeting 30 March 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) 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) Ben Williams (BW) Tei Williams (TW)	LEA Governor Associate Staff Foundation Foundation (Deddington PCC) Joint Vice Chair Foundation (Barford PCC) Head Teacher Foundation (Deddington PCC) Ex-Officio Support Staff Chair & Foundation (Deddington PCC) Foundation (Barford PCC) Foundation (Deddington PCC) Co-opted Governor Parent Clerk	Arr. 8.22
Gary Bowes (GB)	Joint Vice-Chair, Parent	

1. **Prayer** was offered by AG
2. **Apologies:** GB

BJ informed the meeting that Tom Harbottle had stood down but will advise on building project. Ben Williams was welcomed to the GB.

3. Declaration of Urgent Business

Academy conversion needs urgent discussion - BJ & CE

4. **Declaration of Business Interests** There were none.

5. **Minutes of the FGB Meeting** held on 25 January were accepted and signed.

6. Matters Arising (Not covered elsewhere)

H&S: CE confirmed that DD has done the audit and that we need a new lead Governor. Agreed to appoint later in meeting.

7. Head Appraisal training still needs to be done by 2 Governors before September. BJ Asked Governors to give it some thought, as this is an essential part of Governors responsibility.

Action: FGB

10. Mash Referral: CE had fed back to JO

12. SDP: meeting date is 14 June.

17. No Nuts in School: CE confirmed the school cannot claim this however there is a clear directive on the matter in food policy. CE will ask staff to run sessions about nut allergy in the classroom.

Action: CE

7. Chair's Report

BJ offered massive congratulations and thanks to all staff, pupils, parents and FGB on the result of the ODST inspection last week. BJ asked CE to convey her thanks to the staff.

Action: CE

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BJ asked for volunteers to attend 2 summer events - New Parents for F1 parents, date not set, though it is likely to be an evening in late June. CC volunteered. TD said she'd attend the Leaving Assembly on 23 June AG will not be able to hold the service but her curate will. **Action: CC/TD**

8. Head Teacher's Report

BJ assumed everyone had read it.

Supply teachers: CE confirmed the school has a new supply agency, Class Act which has a vigorous recruitment policy and reported that it is working well and offering better value.

Journey to Outstanding: CE confirmed that David Cousins' written report had not yet arrived. AB said DC had highlighted 2 issues for improvement - effective differentiation and early years foundation, both of which are already on the School Development Plan. BJ felt reassured that the items he up flagged up have already been identified. CE reported he already has planned actions to combat these points.

Attendance: BJ said the figures are looking really good. CE said this was due to positive action with certain families.

Anti-Bullying meeting: JC said this will be referred to as Behaviour for Learning rather than Anti Bullying to give a positive approach. AL and JC will set a date soon after Sats. (Monday 15th May) **Action: AL/JC**

Safeguarding: CE mentioned the difficulty that arose when parents do not inform the school about their children not coming to a club. He will emphasis this in the next Clubs newsletter and if there no improvement he will take a direct approach with repeat offenders. **Action: CE**

Formal Complaint: No formal complaints, but BJ had 2 emails from one parent on two operational matters and had directed the parent to CE - nothing further had been heard.

Wrap Around Care: It is up and running though a bit low on numbers, even though the company predicted it would be like this. CE said that they will keep spreading the word and a company representative will attend new parents meeting. BJ emphasised this after school offer is very important to the school. **Action: CE**

Hockey: JC said Bloxham School has given free coaching to Yr 6 who have benefitted enormously. At the Warriner Hockey tournament the team won everything. At the N. Oxon finals they won everything without conceding a goal. They are now in County finals. (UPDATE: Deddington are Oxfordshire County Champions)

Journey to Outstanding Plan: BJ asked about Spring column - not colour-coded and CE said it still needs to be updated. **Action: CE**

9. Minutes from Committee meetings

F&P

4.2 AB mentioned the fall in pupil levels in F1 and the likelihood of a £20k drop in income. CC asked if this will continue throughout the class' lifetime - CE confirmed it will unless the pupil levels increase. He added that when Deddington Grange is populated there may be KS 2 pupils looking for places. CE said the school might well be facing appeals in the future.

MS told the meeting that business rates for solar installations are changing on 1 April and there may be a 10 - 15% tax increase.

10. SDP

Link Governors to report the progress of their projects, for monitoring by T&L. The reports to be emailed to TW by 17 April. T&L is 24 April. **Action: TD/CC/AB/BJ/AL**

11. Safeguarding

JO reported she had completed the safeguarding course and had talked through a few points with CE today. There are a few policies that we will need amending. CE reported that ODST is very hot on Safeguarding however the school is in a good position. **Action: CE**

CE confirmed no issues need flagging up.

CE said there is a filter system on the school internet, which covers Prevent and other highlighted items. and a system of reportage in each classroom for events that teachers believe need attention.

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CE said he had recently dealt with one pupil who on two occasions had used racist language. This has been logged and the parents made aware.

12. Academy Status Update

i) TD said the Scheme of Delegation and Financial Manual, are essentially a contract. TD to feedback all thoughts to Julian Hehir and on some points such as financial sign off processes she will seek clarification. She also mentioned it was not clear at what point the school needs ODST approval on the school development plan. TD to check with GB about the financial sign off process in terms of the new building work planned. **Action: TD**

Termination of Agreement: TD said it is a unilateral termination - they can part from us but not us from them.

DD asked if there was a complaint process in which the school could register a complain about the MAT. TD will ask for a clause to be added to cover this. **Action: TD**

TD recommends that we do not sign the legal document until these issues have been sorted.

AG to check the names of the Land Trustees and whether the church is likely to hand over the land to ODST. **Action: AG**

BJ said, she noted the points made but felt there was a lot of positivity in the document.

ii) ODST Educational Health Check outcomes: CE to circulate the report. David Cousins has some suggestions to make which will be made in his report but the general response and verbal feedback was extremely positive. **Action: CE**

13. Learning Environment Improvement Project

Planning permission has been granted. The building sub-committee is meeting next week. CE & BJ have met with the architect who told them there will be an additional cost of £7k to move to the next stage of detailed plans. BJ asked MS if the Parish Council would loan the school the money. MS said he wasn't sure whether this is possible but told BJ to approach Brian Wood, head of Finance Committee. MS to send BJ his contacts. CE asked MS if the Trust Fund could loan the money. CE & MS to look into this.

Action: CE/MS/BJ

14. Pre-School & Nursery Business plan

TD has now got all but one piece of information and will meet CE to discuss in May.

Action: CE/TD

15. Equality policy and objectives

Following the input of the last meeting the Policy is now done. The meeting adopted it which BJ signed. It was noted that the ethos of the equality policy is something the school would be keen to bring into ODST.

16. Surveys

BJ said the annual parent, staff and Yr 6 survey will happen after Easter so it can feed into the SDP. All governors who would like to are invited to comment on the questions to MF and BW by April 14. CE to circulate the log in and check subscription to Survey Monkey has been paid. MF and BW to edit the survey. Behaviour for Learning meeting will be May 15th and the survey is to go out the next day 16 May.

Action: FGB/ CE/BW/MF

17. Succession Planning

BJ reported that under academisation the LA Governor post ceases to exist. MS will be Co-opted and AB will become a Foundation Governor. AB was concerned about a conflict of interest as his daughter Libby Knox is the head of RE and SIAMs. AG and BJ agreed that to avoid this he doesn't need to attend the foundation meetings. BJ reported she had a conversation with DD, who spends part of the year in the States, and that he is happy to resign a year earlier but will remain on Building Sub-Committee as a non governor.

Succession: Hopefully CC will lead T&L when AB leaves next year and David Hunsley will take over from GB on F&P.

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Chair: BJ proposed that in the absence of a nomination for Chair, the FGB have an interim chair every 2 months (to be elected at the end of each FGB meeting) CE and TW will need to provide extra support. BJ and TD to write plan for the year to provide guidelines. The meeting agreed it was a way forward. ODST said this was constitutional.

Action: BJ/TD

17. Policies

TW & CE reported that all Statutory Policies are in place and that ODST give a clear mandate on Policies. TW to create a new spreadsheet for policies and together with CE decide on staggered renewal dates.

Action: TW

18. Clerk's Report

TW said that the departure of CLE, TH and now DD left space on committee. BW agreed to go on F&P, and MS will be the lead Governor on H&S.

19. AOB

BJ thanked DD for his support over the last 3 years and for joining the building sub-committee.

Meeting finished at 9pm

Date of next meeting: Tuesday 13 June 2017

Attachments in Governor Hub Meeting File:

Appendix	Title	Date in Hub
A	FGB Minutes Jan 2017	2 February 2017
B	AH Governor School Visit	20 March 2017
C	BJ Governor School Visit	23 March 2017
D	Equality Policy	24 March 2017
E	HT Report to FGB	24 March 2017
F	Journey to Outstanding Plan	24 March 2017
G	SDP 2016 2017 March 2017 version	24 March 2017
F	F&P Minutes February 2017	30 March 2017