

Minutes of Deddington Primary School Full Governor Meeting 13 June 2017 at 7pm at the School



Attendees	Category	Late arrival/ early departure
Andrew Bowen (AB) Gary Bowes (GB) Jane Cross (JC) Carrick Cameron Tess Dodwell (TD) Clive Evans (CE) Maureen Forsyth (MF) Anne Hunsley (AH) Becky Jones (BJ) Anne Linsey (AL) Juliet Morris (JM) Martin Squires (MS) Ben Williams (BW) Tei Williams (TW)	LEA Governor Joint Vice-Chair, Parent Associate Staff Foundation Joint Vice Chair Foundation (Barford PCC) Head Teacher Foundation (Deddington PCC) Support Staff Chair & Foundation (Deddington PCC) Foundation (Barford PCC) Foundation (Deddington PCC) Co-opted Governor Parent Clerk	Arr. 8.15
Rev. Annie Goldthorp (AG)	Ex-Officio	

Observer: David Hunsley

1. **Prayer** - was offered by AL
2. **Apologies**- AG & JM for being late
3. **Declaration of Urgent Business**
 Appraisal panel have looked at the mid-term appraisal report which was circulated to all governors. Everything is on track.
 TD wished to raise SATs observation – this will be part of HT report.
4. **Declaration of Business Interests**
 There was none
5. **Minutes of the meeting held on 30 March**
 Accepted and signed.
6. **Matters Arising** (Not covered elsewhere)
H&S - MS happy to keep the role of lead Governor.
Head Appraisal Training: JM is doing the course. BJ asked for other volunteers.
Action: FGB
Nut awareness: CE confirmed nut allergies have been mentioned in class
Summer Events: F1 Parents Meeting - CC will check dates for his availability, TD will cover leavers assembly on Friday July 21st.
Action: CC
Behaviour for Learning Meeting: JC said there was a disappointing turnout, though it was well received. Details will be on the website.
Wrap Around Care: CE reported numbers are growing.

Minutes of Deddington Primary School Full Governor Meeting

13 June 2017 at 7pm at the School

Succession Planning: Contrary to minutes from last time, AB will attend Foundation Governors meetings. TD & BJ are writing a plan for the year to provide guidelines for the new Chair and Vice Chair/s. **Action: BJ/TD**

7. Vicky Lynch - Sport Premium Report

BJ welcomed VL who reported that the sport premium funding was introduced in 2013 and that the amount received is dependent on the school roll. This money is ring fenced for PE and sport to encourage an active healthy lifestyle. It has to be spent on additional and sustainable sport provision that was not already provided.

VL explained the sports premium has been used for:

- 1) Comprehensive extracurricular programme
- 2) A Developing Active Playground
- 3) Participation in Sport Competitions

In 2016/17 the school was awarded £8,865. Since then there are more staff involved in sport & PE and the PR coordinator, VL, is studying for a Level 3 Mentoring qualification.

The school has extended its range of activities on offer which now includes, tennis, golf, yoga, football, cricket, hockey and topped up swimming lessons. The After School Club offer has been extended.

The varied sport programme includes competitions and festivals. 100% KS1 and 70% KS2 participated in festivals or competitions during the year and the school now hosts 3 events.

The school has attended 23 Sports Partnership competitions so far this year - the local average is 6. Girls are being encouraged to join team sports.

The school has bought into North Oxon Schools Sports Partnership which brings many benefits. CC agreed it's money very well spent.

The playground project this year has been a major undertaking and the spend reflects the need for more activity.

VL said she was thinking of instigating a Sports Newsletter next year but warned that the future of the scheme is unknown following the election.

BJ said VL had done a brilliant job which was echoed by all the governors.

8. Chair's Report

Academy: will arise later.

Meeting Papers: BJ said the volume has become unsustainable. She suggested the HT report should cross-reference papers, sub-committee minutes should be circulated but any related papers should go on the Hub and school visit reports can go out as they arrive. She asked that Policies have a full title. **ACTION: TW/CE/FGB**

9. Head Teacher's Report

BJ hoped everyone had read the document.

SDP: BJ thanked CE for the summary which will be discussed later.

SATS monitoring: TD reported that the LA representative had visited the first time in 12 years. She observed and made a couple of valid points which were implemented immediately. TD reported that the school was calm for the tests, as did JM who observed KS1 SATs. CE said he was grateful that two Governors made the effort to monitor the tests as external validation is required but no longer offered by County.

Journey to Outstanding: BJ asked about one item that was colour coded red on the Journey to outstanding plan, which was external validation of PP. ODST is to be invited to help with this. CE said he we will start using its proformas to further improve reporting.

Minutes of Deddington Primary School Full Governor Meeting

13 June 2017 at 7pm at the School

David Cousins' Report: CE was really pleased and reported DC's actions match the things already noted as areas for improvement. Although Behaviour was outstanding, due to perceived gaps in the school's approach to Safeguarding, behaviour and welfare was given a 2. It was agreed that ODST's checklists and policies will be used from here on, but also that we were compliant with OCC as our Child Protection policy was an OCC model policy. Work has been done on the central record already to bring it in line with ODST's requirements. CE said he would self-assess Behaviour and welfare as Grade 1.

Target Tracker: BJ asked for CE to schedule Governor training in term 1. **ACTION: CE**

ODST Website Checklist: CE agreed that some items are not easily found and this will be rectified. CE to ask Emma Best if it is possible to instigate a search function. A Governor is to be responsible for ensuring it meets ODST guidelines – APPOINT AT AGM. **ACTION: FGB**

ODST: CE reported Mrs Jenny Williams is also now the finance Officer, as Vicky Stephens has retired. There is a fortnightly bursar support visit from SBM which is working very well. FOH has improved and will be added to the parent survey in the future.

Admissions and Roll. CE informed the meeting that in Yr 1, 1 child has left and 1 has arrived; BJ said the indication from Pre-School and Nursery suggest the numbers coming through for the next 2 years will be good. There is a new family arriving with 3 children and an appeal might be necessary due to two full classes. Some SEND funding due to us was not in the budget and is being chased.

Behaviour and Reward: CE said this has improved enormously due to the improved active playground. BJ noted the difference in number of red and yellow letters from this time last year – 12 of each this year, 22 of each last year. TD noted there were still quite a lot of accidents, though, as CE said, they were very minor. This number has increased as everything is now recorded.

Lock Down: CE said that the site is now very secure with new fobs worn by the staff. A lock down procedure needs to be briefed with staff as a matter of priority. **ACTION: CE**

10. Minutes from Committee meetings

T&L & SIAMS

BJ wanted to flag up that T&L are looking at progress data three times a year and examining it in great detail. AL said the SIAMS toolkit is constantly updated and that we are due an inspection May 2018.

11. SDP

Staff and Governors will meet tomorrow to discuss targets for next year. BW asked what sources were being taken into the meeting; CE confirmed they were the survey, RAG rated SDP 2016-17, OFSTED grade descriptors and David Cousins comments. GB said that there were clear and visible links between areas of progress and the SDP. (See RAG rated SDP doc)

The Link Governors were asked for their thoughts on their projects at the end of this cycle.

Project 1 - Generally positive. There is still some work to be done but points for continuation will feed into business as usual or be picked up on the SDP.

Project 2 - Consistency in all areas has improved but still needs some fine tuning. Generally project is successful. Areas to be picked up for next SDP in yellow.

Project 3 - Spring data was very strong. BJ asked whether 100% reading was possible? JC said that one child hasn't achieved it but had made exceptional progress. BJ asked about improvements to reading areas. CE reported DW is on the case with £2k raised for the reading room which will have a Secret Garden theme.

Minutes of Deddington Primary School Full Governor Meeting

13 June 2017 at 7pm at the School

Project 4 - Enhanced Christian experience is being picked up by SIAMS. TD said the pupils comments on behaviour from the survey would be taken forward. BW said there was much in the parents survey that is about perception rather than what is actually happening in school, and this can be improved simply by communication.

Project 5 - EYFS still needs some attention and the outdoor area still needs work. CE agreed some things will be rolled over to subsequent SDP.

BJ said the SDP had been very successful this year because of a sharper focus and fewer projects.

BW asked that an introductory front page should be added to the SDP.

ACTION: CE

12. Safeguarding

JM reported David Cousins said the school's Child protection policy was not fully compliant with ODST requirements, although it was the most up to date OCC version. The school will use ODST's version moving forwards. Border checks are fine though Prohibition checks were required for TAs as well as teachers. These have now been completed. ODST would also like us to use its format which we have now adopted. CE to send it to DC for checking. No urgent concerns. **ACTION: CE**

13. Academy Status Update

BJ clarified points raised from Extraordinary Meeting.

BJ had sent everyone the addendum from Gordon Joyner and asked for comments, there were none. All explanations were accepted, GB says they are updating the new finance manual but it contains nothing troublesome. MS said we should have the minutes of ODST Board meetings. BJ to ask for copies. **ACTION: BJ**

The FGB were happy with the conversion date of 1 July.

14. Learning Environment Improvement Project

BJ reported she had obtained an interest free loan of £7,500 from the Parish council but that the fund raising effort will need a bank account and charitable status to obtain it. However the loan is to be repaid from the first tranche of fundraising. BW queried the repayment plan, adding that it wouldn't look good if as soon as we raised the money it had to go to the Council. BW & BJ to talk about it in the buildings meeting. TW and BJ meeting this week to apply for charitable status. **ACTION: BW/BJ/TW**

It was suggested that Pre-school might have some money. MS said we are still at least 12 month away from getting any money from Section 106. BJ reported the architect says an additional £4.5k is needed on top of the £7.5k to include Pre-school and nursery on the plans. Parish Council has given negative response about the Trust being used for the building. MS is to get legal advice. The Trust money is only eligible for the Music Block. TD to investigate Pre-school and nursery's financial situation. **ACTION: MS/TD**

15. Pre-School & Nursery Business Plan

TD has got a view of the costs and the income which she and CE are to examine. BJ said the situation had changed already and they wanted to meet with ODST in term 1 to know what the stages are. **ACTION: TD/CE/BJ**

16. Survey Feedback

BJ thanked BW and AL for excellent summaries adding there were a couple of aspects still concerning, one of which is bullying. Like for like questions show parental perceptions have improved. 90% of answer were in the good or very good range. It was agreed much can be achieved through more improvement in communication. MS said that several schools have moved to an online system for reporting on progress.

Minutes of Deddington Primary School Full Governor Meeting

13 June 2017 at 7pm at the School

CE said that Target Tracker and Tapestry goes some way to cover this. BW thought the parents that most needed to know about their child's progress may well be the least likely to go online. CC said in every school he's worked in communication has been an issue. BJ said the comments about the move to Outstanding, with many saying they wished there was a 'very good' response, was very encouraging. There were 73 responses this time with 78 last year, as there are c. 140 families in the school, it was deemed a good response. A letter is to go to parents in September after the SDP update noting which points have been taken forward.

ACTION: CE/ BW

17. Succession Planning

BJ informed the meeting that BW is prepared to stand as Chair and she is prepared to mentor him. TD, BJ, (September) GB and MF (April) are leaving the FGB in the next 12 months. TD & BJ will do a handover. A Vice-Chair will be needed to be appointed at the AGM.

ACTION: BJ/TD

18. Policies

From 1 July the school will adopt all 11 of ODST Statutory policies and will need 14 others to comply with its Policy Guidance. TW & CE to put in place a framework for this. Admission Policy 18-19 was signed.

ACTION: CE/ TW

TW to send BW the link to policies

19. Clerk's Report

Nothing to report.

19. AOB

There was none.

Meeting concluded 20:55

Date of next meeting: Wednesday 20 September

Minutes of Deddington Primary School Full Governor Meeting 13 June 2017 at 7pm at the School

Attachments in Governor Hub Meeting File:

Appendix	Title	Date in Hub
A	CW Policy	2 June 2017
B	Collective Worship Monitoring Sheet	2 June 2017
C	Collective Worship Monitoring Sheet - BJ	2 June 2017
D	FGB Minutes 30 March	2 June 2017
E	FT Policy	2 June 2017
F	Governor Visit June '17 - Tessa Dodwell	2 June 2017
G	Minutes of SIAMS April '17	2 June 2017
H	FGB Minutes PART 2	2 June 2017
I	T&L Minutes	2 June 2017
J	CW Non-Negotiables Appendix	2 June 2017
K	Blank Survey	2 June 2017
L	Parent Survey Summary Final	2 June 2017
M	Parent Survey Report FINAL for FGB	3 June 2017
N	Spring Term Progress 2016 2017	8 June 2017
O	SDP 2016 - 2017 June 2017 version	8 June 2017
P	Journey to Outstanding Plan June 2017	8 June 2017
Q	HT Report to FGB June 2017	8 June 2017
R	Deddington Due Diligence Report FINAL	8 June 2017
S	Appraisal Mid Point Report to Governors June 2017	8 June 2017
T	Governor Visit - Lunchtime Behaviour	13 June 2017