

Minutes of Deddington Primary School Local Governor Meeting 20 September 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) Rev. Annie Goldthorp (AG) Anne Hunsley (AH) David Hunsley (DH) Becky Jones (BJ) Anne Linsey (AL) Juliet Morris (JM) Ben Williams (BW) Tei Williams (TW)	Foundation Joint Vice-Chair, Parent Associate Staff Foundation Joint Vice Chair Foundation Head Teacher Foundation Associate Support Staff Foundation Chair & Foundation Foundation Foundation Parent Clerk	
Martin Squires (MS)	Co-opted Governor	

Observer: Jacinta Prendergast

1. Prayer

2. Apologies: Martin Squires BJ welcomed David Hunsley in his role as a Foundation Governor and Jacinta Prendergast who was observing.

3. Declaration of Urgent Business There was none.

4. Declaration of Business Interests CC declared he is now is a school contactor.

5. Minutes of the meeting held on 13 June

Corrections: BW was not late as minutes indicated and AB was not in attendance.

6. Matters Arising (Not covered elsewhere)

HT Report - Training for Governors on Target Tracker. CE and AB are to arrange a time.

Action: CE/AB

Website - BJ suggested a lead Governor should be appointed later in the meeting.

SEND - CE reported the funding had been sorted.

Lock Down - CE will arrange this term and to report back to H&S and F&P.

Action: CE

Learning Environment - BJ and TW met to talk about charitable status which BJ will take forward. She is meeting 2 possible Trustees next week and will report back.

Action: BJ

Parish Council loan - BJ is negotiating repayment terms.

Action: BJ

Pre-School and Nursery Business Plan - After several emails to ODST requesting a meeting there had been no response. BW will address this at ODST meeting tomorrow.

Action: BW

Feedback - Parents need to be informed of results.

Action: CE

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7. **AGM Matters** (Election of Officers)

BJ stood down as Chair. BW was proposed by BJ and seconded by CC. The vote was unanimous in favour of BW becoming Chair. TD stood down as a Joint Vice-Chair. JM was proposed by BJ and seconded by GB. The vote was unanimous in favour of JM becoming Joint Vice-Chair.

8. **Sub Committee Membership**

See attached for Committee Membership. There are some places outstanding which will be filled at the next meeting. **Action: BW**

The meeting agreed Sport Premium & Pupil Premium should be led by one Governor. CC agreed to take the lead.

9. **Chair's Report**

BW took over the chair. He welcomed DH and JC, who is considering putting herself forward as a Governor. After discussion with AG, regarding her ex-officio role, BW proposed AG be offered an Associate role to the LGB to continue her support of the school. The LGB had no objections and Ag was welcomed to the meeting in her new role.

BW told the meeting, with regret, that AH had decided to step down. JC agreed she is happy to take over but it was thought that we need to formally approach the staff. AB thanked AH for doing the T&L minutes during her time. **Action: BW**

Governor Training - BW notified the meeting that as part of ODST Excellence in Governance it was possible to bulk purchase 10 Governor training courses over 2 years. After discussion it was decided to book course for the time being. TW to circulate the ODST training programme with the minutes. BW encouraged all Governors to consider taking a courses and that all new Governor's should attend the Becoming an Effective Governor course, unless there was a valid reason for not doing so, and Being a Chair of Governors to be done in the next 12 months. **Action: LGB**

LEIP - Pre-school and Nursery plan. BJ reported that not a lot has happened over the summer. She reminded the meeting that ODST had originally agreed to buy in on it though there had been no response to two emails asking for a meeting to start the discussion. Jane McHarry to be copied in to emails on the subject. BW said he'd mention the lack of response to ODST at the meeting on Thursday. BW suggested he would like an ODST presence at the next LGB; Martin from finance and someone from the Building side would be good. TD has looked at a future plan and said more information is needed but it is viable proposal. GB will pick it up at F&P to allow it to go forward. BW will meet with Sub-Committee Chairs to find out what is needed. **Action: BW**

10. **Head Teacher's Report**

CE presumed everyone had read the reports and asked for questions.

Target Tracker - BW would like to see a sample of the reports that go to parents to assess accessibility. JC & CE assured the meeting that the reports will be sent out with an explanation that is easily understood. CE said it can be included in Target Tracker training which would be a different meeting to T&L training.

Journey to Outstanding - CE said he now sees this as now part of the SDP. He said he recognised the need to work on evidence based information in respect of impact.

SIAM - CE told the meeting that there will be an inspection this year and it looked that the school as in a good place for an outstanding result.

Academy - CE reported Sharon Mullins, the school ODST advisor (ex HT & OFSTED Inspector), had visited, was much liked and that she came away highly impressed. All Target Tracker data will go to her. She'll support with observation and monitoring and will insure Safeguarding is up to scratch. This ODST support was a very positive move for the school. Not only are the 6 annual visits reassuring but that it is possible to contact Sharon should there be an issue. All agreed the ODST support network was really positive. CE now has a HT Buddy in the new ODST set-up schools. TD asked if there was anything further we needed to inform the parents. CE said that he would be sending out information in a newsletter and organising a special assembly for all to attend. **Action: CE**

Finance - A good level of support is forthcoming from ODST. Sharon from SBM is coming into school and will be producing the monitoring report. CE reported all contacts with suppliers in place. Catering contract needs to be reviewed fairly soon. **Action: CE**

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Staffing - CE said Sue Lenihan is absent at the moment. Inset Day was a good session resulting in great staff enthusiasm.

Attendance Figures - These are good and an improvement with PPP and SEND has created stronger than average figures. His aim is to get the figures on par with all children.

There had been admission request for Yr1 and Yr5 which would mean Yr5 with 32 children.

Sadly CE had received a notification, out of the blue, from a Y2 family wishing to home educate.

Admissions - There is an appeal next Wednesday for a place in F1 which is currently at capacity with 30 pupils. The school's preferred option, if a way can be found in law which does not require which does not require the appointment of an additional teacher, will be to accept this extra pupil.

CE continued saying Safeguarding files have been rearranged according to ODST guidelines.

H&S - date for next inspection by the county, 8 March 2018. When questioned about the OCC involvement CE said ODST has employed the county which is working out cheaper than the old buy-back system.

CE & JC were delighted with the new reading area which bookshelves arranged for each year group.

CE gave thanks to JC for her time and effort making the Leavers Service a special event. BW reported lots of very positive comments from parents about CE's contribution.

CE offered the school's and his personal thanks to BJ & TD for all their work on behalf of the school.

Parent Meetings and Consults - CE & TW to do a rota for Governors.

11 Minutes from Committee meetings

T&L - AB asked CE about the external writing moderations which had caused problems. CE said it has changed again and that although the results were average the new scheme will take the school to its previous good position and this will have an impact on Target Tracker. He said ODST had informed him that OFSTED are now trained to look beyond moderated data.

12. SDP - Adoption of SDP 2017/18

CE said he had gone through SDP again but tweaks were needed, especially on targets. T&L to see SDP before LGB in November. BW had a few minor points to be added. **Action: CE**

Sports Premium is to be doubled though it had not been announced. CE wants to make sure that the SDP covers this. CC said there will be guidance on healthy lifestyles and support for vulnerable kids which will be expanded toward mental health which will include play therapy. This will come under Project 3. **Action: CE**

Project 3 - BW was concerned it had no named lead. AL agreed to lead on it. **Action: AL**

AB asked about Sports Premium as a significant number of schools were not meeting a minimum of 2 hours. CE Reported there are guidelines in place to support vulnerable children not achieving this target. The school currently has 20 clubs, which is far more than most. CE will get evidence for funding purposes. **Action: CE**

Following CE's appraisal TD asked if all his objective's are included. BW said that detailed objectives had not been received from Frances Bartlett however at this point he was comfortable that all are included.

BJ said how pleased she was that the SDP had embedded so well.

The SDP was adopted and BW offered thanks to CE for all his hard work.

13 Governor Visits

Plan for Governor Staff Cohesive Working 2017/18 - CE reported this was draft paper, welcomed comments and reiterated the school welcomed visits at anytime, by prior arrangement. AB was happy that it was a great starting point and that Governor Visits would support this. BW would like to get one visit per Governor per term. CE to give visit dates. CC said he is now in a position to do more visits and he'd be happy to look at several topics over several visits. **Action: CE**

CE will share Staff meeting schedules to which Governors are invited. **Action: CE**

TW to circulate Governor visit reports as they arrive and file in Associated Papers on LGB Meeting Papers on the Hub **Action: TW**

TW and CE to sort out new Governor Visit Policy. **Action: CE/TW**

13. Safeguarding

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JM informed the meeting that the school was on top of the new reports, that the new policy will need to be read by all Governors and to expect a quiz. The central record is being updated. CE and JM will meet later in the term. **Action: CE/JM**

14. Academy Update

BW said the school will be looking to ODST to give more info at the next LGB. **Action: BW**

17. Policies for Ratification: ODST Statutory Policies

All ODST Statutory Policies were adopted. BW reiterated that any Issues or concerns on them will be passed onto ODST. All other policies can be adapted. All Head of Comms have the list and are to schedule them in their order of work. **Action: HOC**

18. Clerk's Report

TW passed the ODST Code of Conduct around for signature and Part Two for DH to sign.

19. AOB

AG told the LGB that she now has a curate, Paula Smith, and it was agreed it would be really useful for her to attend a LGB meeting.

FGB reported that F&P did not fulfil its schedule last year because of the lack of data due the conversion.

BW thanked AH and TD for their contribution in helping bring the school to the position it is now in. He thanked BJ saying she should be hugely proud of the way she had steered the school and be hugely proud of her work.

BJ said it had been very rewarding and had learnt a lot and she thanked the LGB and school staff for all their support. She thanked to CE for all his hard work and to BW for taking on the Chair.

Meeting closed at 8.40

Date of next meeting: Thursday 16 November

Attachments in Governor Hub Meeting File:

Appendix	Title	Date in Hub
A	FGB Minutes	July 2017
B	SDP Papers	8 Sept 2017
C	T&L Minutes	July 2017
D	HT Report to LGB Sept 2017	14 Sept 2017
	Plan for Governor Staff Cohesive Working 2018/18	
F	Journey to Outstanding Plan Sept 2017	14 Sept 2017
G	ODST Documents on Its Website	14 Sept 2017
H	Staff Code of Conduct	14 Sept 2017
I	SDP 2017/18 - Sept 2017 version	14 Sept 2017
J	Agenda for LGB 20 Sept 2017	14 Sept 2017
	ASSOCIATED PAPERS	
	2017 Published Achievement Results	July 2017
	Anne Lindsey Collective Worship Monitoring Sheet	8 Sept 2017
	Data Request Summer 2017	July 2017
	Summer Term Progress 2016/17 Master Copy	July 2017