

Minutes of Deddington Primary School Local Governor Meeting 16 November 2017 at 7pm at the School



Attendees	Category	Late arrival/ early departure
Andrew Bowen (AB) Gary Bowes (GB) Jane Cross (JC) Carrick Cameron Clive Evans (CE) Maureen Forsyth (MF) David Hunsley (DH) Anne Linsey (AL) Martin Squires (MS) Ben Williams (BW) Tei Williams (TW)	Foundation Joint Vice-Chair, Parent Associate Staff Foundation Head Teacher Foundation Foundation Foundation Co-opted Governor Parent Clerk	
Jacinta Predergast (PR) Rev. Annie Goldthorp (AG) Juliet Morris (JM)	Foundation Ex-Officio Joint Vice Chair, Foundation	

Observers: Rev Paula Smith, St Peter's curate and David Locke ODST Chief Operating Officer

1. **Prayer** was offered by PS
2. **Apologies:** JM, JC & AG
3. **Declaration of Urgent Business** - there was none
4. **Declaration of Business Interests** - there was none
5. **Minutes of the meeting held on 20 September**
The minutes were held to be a true and correct record.
6. **Matters Arising** (Not covered elsewhere)
Parent Survey feedback has gone to parents.
Sub Committees - to be added to the Agenda for next meeting
LGB - No teachers have volunteered to join. Further teacher engagement with LGB remains on offer. To be revisited next year.
ODST Celebration Assembly - 17 January - BW asked that ODST representatives arrive early to meet with the Governors and to have an extended good tour. DL said that Governors, church representatives and sometimes the Bishop attend and that it's a way of explaining to the children know what Academy status will mean to them.
Cohesive Working - CE has added some dates which can be moved if prove difficult.
ODST Statutory Policies have been accepted and will be signed next week.

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7. Chair's Report

Governance update - BW said AG will have a standing invitation to attend LGB meetings. He confirmed JC is now a Foundation Governor, MS a Co-opted Governor and that he is in conversation with a couple of people about taking on the outstanding Foundation vacancy.

PFSU/Space2Learn - BW explained that Space2Learn, is the new charity fundraising for the school new building projects. BW said there is no conflict of purpose between S2L and PTA, with one fundraising for building works and the other for in-house enhancements. However he is keen to ensure they communicate so there is no confusion for the public. BW asked that information should be sent to parents in the newsletter with all EasyFundraising options available across S2L, PTA, PFSU and the church. **Action: CE**

BW has made contact with new pre-school chair and suggested a steering group be convened. MS informed the LGB that the nursery site is owned by OCC and proposed it fund the move out of the profits of the site sale. **Action: BW**

Appraisals - AB said, CE's appraisal was held by him together with BW, JM and an ODST advisor. He reported that CE performed very strongly with some objectives ie Journey to Outstanding being carried over forward. A date for this year's appraisal needs to be agreed. The Staff appraisal is handled by CE who had submitted a very robust report to the pay review body. The report has been passed to Pay Committee. AB concluded that the system at the school is a quality and secure system and that ODST support was very useful.

8. Head Teacher's Report

Pupil Premium Rreport - CE said it should go to the next T&L meeting. The data showed small numbers of PP children impacted on data. The school offers these children individual writing and maths support. He said there is no progress data yet but Yr 6 progress for last year was very strong compared to the national PP picture, which is very positive. He is expecting to start closing gaps very soon. He is now focusing on mental health and supporting residential trips for some of the 21 children identified. CE pointed out that currently there is only funding for 18 children though all are supported. CE to update his information for Governors. **Action: CE**

Inspection Dashboard - CE said that it had improved greatly and is more in line with the national picture for PP children. CC said he had recently attended a Sports Premium Health and Wellbeing meeting and asked if some of that money could be used for PP children which CE confirmed it could. CE will report to the next meeting. **Action: CE**

HT Report - CE asked for questions and comments and there were none.

ODST - CE reported Frances Barlett will continue her support to SIAMS and that his positive meeting with Sharon Mullins was resulted in full agreement on the SDP. The green RAG rating for the school is very positive. He was delighted to be able to say that the quality of support the school is experiencing is outstanding. GB agreed saying the Governors had previously felt isolated in terms of finance but this has greatly improved under ODST.

Behaviour and Rewards - AB said that he was concerned about the number of red cards issued. CE admitted there were a couple of children who have challenging issues outside school which has impacted on red card numbers. He continued saying after each red card the school examines how it can improve the situation with pastoral care external agencies.. He reported the sports coach is now very involved and expects that a change will be forthcoming soon.

Safeguarding - CE will be meeting Nicky Bell to take recent reports forward, though there were none at risk. He is instigating My Concerns a system that pulls all information together and compiles accurate records.

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H&S - CE informed the meeting that JW has attended a course which provides essential training. DL highlighted the public expectation of H&S has increased recently. ODS's independent audit H&S Smart Log and traffic light system, which highlights anything the school needs to do, ie risk assessments, fire drills etc, has been piloted very successfully. BW says there may be resource implications but we will look at it in F&P. **Action: F&P**

Events - CE said there are so many events and achievements in the school that he'd like to publicise. The pupils are exceptional and it would be great if the wider public could experience it too. DH asked if the school performances are marketed to the community. It was agreed there are several ways that could be used to market the school activities better. DL said to remember The Door .

9. Minutes from Committee meetings

SIAMS x 2, T&L, F&P

F&P - GB wanted to bring to the LGB attention that he hasn't been able to sign off the return following the move from OCC to ODST as he was waiting for information on the balance of funds available to the school to carry across from OCC. **Action: GB**

T&L - AB said the Target Tracker training was exceptionally good. DH liked the manipulation which was quick and easy and would enable staff to keep the records current. CE thought TT will help address a point from parents survey on how parents can help children at home. BW said it was easy for T&L Governors to audit it in an hour. CE will repeat the training session and will circulate a new date. **Action: CE**

10. SDP

CC said he was happy to be lead on Modern Languages. T&L to discuss. **Action: T&L**

SIAMS- The walk last week by AL and LK was really informative, congratulated BW. AL said the school now had a brilliant resource for teaching British values.

T&L SDP Project 1 - CE said it is on track and a complete website review will be done with TW & Emma Best. **Action: CE/TW**

Project 2 - CE reported it is on track with a strong focus on challenging able pupils.

Project 3 - The Learning Walk was key and the wellbeing meeting will draw a lot of people on 28 November. Responses have improved.

Project 4 - JC said it was on track and that a new Maths programme called Ten Town has been purchased for the Foundation class. It will be launched to parents after Christmas. GB asked if the school is experiencing children unready for school? JC reported that this was not the case though standards had increased. **Action: JC**

Project 5 - CC went through everything with Miss Sharman yesterday. Potential grants was an area for concern. CE will provide information. **Action: CE**

11. Safeguarding

JM is happy with Safeguarding report. Safeguarding folder is looking very good . Frances Bartlett is due shortly to look at it.

DL suggested the school create an annual checking test on the system. There is a basic SG report available on the ODST system. BW said we are currently looking at training. DL said OFSTED Inspectors look at data and website in that order therefore we need to think about what is on it.

CE' said since writing his report a couple of things have been brought to his attention though nothing too concerning.

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12. Academy Update with David Locke

DL reassured the meeting that ODST cares about the schools and children in the 29 schools currently in the Trust. He reported the proportion of advisors to schools is 1 to 10 rather than OCC's 1 to 100. ODST has agreed with the Government that it will have a maximum of 5 Hubs of 10 schools. He said it looks like the school is accessing ODST resources really well and encouraged Governors to use key people when necessary.

OFSTED inspectors look hard at central records and DL encouraged the school to make sure all is in order.

Staff Survey - DL suggested that a staff wellbeing survey is conducted as the results are very important indicators of a happy staff. Current ODST data shows that scoring above 4.5 means a school flies.

Budgeting - DL assured the meeting that Martin Bayliss has encyclopaedic knowledge which we should use. There is a workshop in January about the budgeting process. GB told the meeting that the school compares favourably with the benchmark. BW, CE to convene a site meeting with ODST representatives to instigate discussion over building proposals. DL suggested the school talks to Tom Fry and DL about what it wishes to achieve for the nursery. Also to consult Gordon on this. DL said that the diocese building team is superb, with 25 years experience. He continued saying the school should have a 5 year plan for its buildings. GB thought a survey was required to get a base line and will invite Tom Fry here.

Action: BW/CE/GB

GDPR - DL said new data legislation arrives in May and complied consent is no longer good enough. ODST is to issue a questionnaire and will audit our data. There will be a workshop in January/February and it's recommended a staff member and Governor attend. ODST is seeing a growth in parents' knowledge on data protection. He suggested that a lead Governor and DH volunteered. ODST will check with the school system suppliers to ensure they can delete unwanted data.

Site Security - DL reported that is appearing as issue in some ODST schools. GB reassured DL that we've done a risk assessment and there is only one of concern. DL said there is capital support for security and Tom Fry has done a risk assessment which DL will get sent to us.

Action: DL

Pupil Numbers - DL said a conversation with Barbara Chillman about changing demographics would be helpful and that should there be a transitional financial problem ODST will work to resolve it.

Action: CE/GB

SEND - DL said the low number of pupils had a high level of need. CE confirmed the current intake is catchment area children.

Governing Body - DL said there is a lot of training available, much of it free or cheap He suggested creating a skills matrix but BW confirmed this is already done. DL said the school should send someone to the Good to Outstanding workshop which BW agreed to do.

Sharon Mullins is to be asked to do a Governor session on Good to Outstanding. **Action: BW**

AB asked DL if the funding formulae had contingency planning. DL said Martin Bayliss has included this however the public sector pay is the one area of real concern and an increase will bring exacting pressures.

BW suggested that we have an Agenda item before end of May 2018 to examine that we are compliant in all areas with ODST guidelines.

Action: BW/TW

13. Exclusion Training

BW said to we need a Governor lead which will be decided at the next meeting.

14. Policies for Ratification

ODST Child Protection and Safeguarding Policy was ratified and will be signed as soon as CE provides a signature page.

Action: CE/BW

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15. Clerk's Report

The Governors signed confidentiality agreement. AG, JC and JM still to sign.
 Keeping Children Safe in Education Part 1 Quiz results needed from AG, JM & JC.
 Prevent certificates still needed at office from GB, AG & JC.
 Part 1 JC still to sign.

Action: TW

16. AOB

Ben thanked both Paula and David attending the meeting.
 CE said that one the cleaners' husbands died last week. Flowers have been sent and MF to send a card from Governors.

The meeting closed at 21:00

Date of next meeting: Tuesday 23 January 2018

Attachments in Governor Hub Meeting File:

Appendix	Title	Date in Hub
A	LGB Minutes	July 2017
B	SIAMS Minutes	6 November 2017
C	HT Report to LGB Nov 2017	9 November 2017
D	Keeping Children Safe in Education Part 1	9 November 2017
E	Keeping Children Safe Quiz - all staff to complete	9 November 2017
F	Plan for Governor Staff Cohesive Working 2017-2918	9 November 2017
G	SDP 2017 -2018 Nov 2017 version	9 November 2017
H	T&L Minutes 20 October 2017	9 November 2017
I	Pupil Premium	9 November 2017
J	Deddington Safeguarding Children Policy	9 November 2017
K	HT Report to LGB Nov 2017	9 November 2017
L	SDP 2017 2018 Nov 2017	9 November 2017
M	T&L Minutes 10 October 2017	9 November 2017
N	SIAMS Minutes 19 July 2017	16 November 2017
O	SIAMS Minutes 7 November	16 November 2017
P	F&P Minutes	16 November