

# Minutes of Deddington Primary School Local Governor Meeting 20 March 2018 at 6pm at the School

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Attendees	Category	Late arrival/ early departure
<b>Andrew Bowen (AB)</b> <b>Gary Bowes (GB)</b> <b>Carrick Cameron</b> <b>Clive Evans (CE)</b> <b>Maureen Forsyth (MF)</b> <b>Rev. Annie Goldthorp (AG)</b> <b>Anne Linsey (AL)</b> <b>Juliet Morris (JM)</b> <b>Jacinta Prendergast (JP)</b> <b>Ben Williams (BW)</b> <b>Tei Williams (TW)</b>	<b>Foundation</b> <b>Joint Vice-Chair, Parent</b> <b>Foundation</b> <b>Head Teacher</b> <b>Invitee</b> <b>Foundation</b> <b>Foundation</b> <b>Joint Vice Chair, Foundation</b> <b>Foundation</b> <b>Parent</b> <b>Clerk</b>	<b>Dep 19:15</b> <b>Arr 19:15</b>
<b>Jane Cross (JCR)</b> <b>David Hunsley (DH)</b> <b>Martin Squires (MS)</b>	<b>Staff</b> <b>Foundation</b> <b>Co-opted Governor</b>	

1. **Prayer** AG
2. **Apologies:** JC, DH, MS, JM for not arriving until 19:15, AL for leaving at 19:15
3. **Declaration of Urgent Business** - there was none
4. **Declaration of Business Interests** - there was none
5. **Minutes of the meeting held on 5 February** - were said to be a true record and accurate record bar one fact: The Lead Governor for languages is JP not CC.
6. **Matters Arising** (Not covered elsewhere)
  6. *Easy Fundraising* - Will be in Easter letter to parents. **Action: CE**
  6. *Target Tracker Training & OFSTED Inspection Summary* - TW to send date to Governors again. **Action: TW**
  6. *Ten Town* - Explanation has been sent to parents.
  6. *Buildings* - The date for Tom Fry to inspect the school is after Easter.
  6. *Safeguarding Policy* - is on website though CE to check it's the signed version. **Action: CE**
  7. *SIAMS tour* - is tomorrow.
  8. *Governor Training* - Governors to add their training courses to the Hub **Action: LGB**
  11. *I-Pads* - CE confirmed there is not enough money currently to purchase these, though he will reappraise the situation in September. **Action: CE**
  12. *Safeguarding* - All points have been covered and the file to be looked at by JM after Easter. **Action: JM**

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CE to offer a couple of dates for Governor school visits covering English and Maths. CE reiterated all Governors should complete a school visit form for every visit.

14. *Sports Premium Report* - VL to give it to CC and it to be shared with LGB as it needs to understand the contents. CC to talk to VL next Wednesday morning.

**7. Vicky Lynch - Sports Premium** - not able to attend due to illness

## **8. Chair's Report**

BW offered apologies from VL.

BW informed the meeting that this is GB & MF's last LGB meeting, and AL's tenure is up at the end of August. GB offered to support DH in the short term to provide continuity with reference to F&P and its budget. BW said succession planning for the Admissions Committee a key priority with its two current members leaving and the likelihood of some Admissions issues arising over the coming period. BW asked Governor's to listen out for possible new recruits. He also said LGB need to ensure that regular training is taken. MF also offered help with appeals, if it was constitutional. **Action: LGB**

BW said that Governor volunteers are always welcome at the Parent Consultation next week. CE confirmed that no parent has at yet asked to consult a Governor. CE said that perambulatory Governors are more effective in meeting parents. BW to ask DH if he can cover Wednesday.

## **9. Head Teacher's Report**

CE apologised for some missing data.

He said following internal lesson observations by the leadership team, '5 out of 7 lessons were judged as outstanding with the other 2 assessed as good sessions. CE said there would be written feedback which will comment on the appraisal.

He went on to say there is an overlap between the northern hub of ODST schools working together and the existing Warriner partnership. CE noted that this could mean too many meetings and will keep an eye on the situation. BW to talk to Lisa Boote about it. **Action: BW**  
Lorraine Sutherland is now the ODST school advisor.

CE said that staffing levels have increased since last week when staffing issues, due to illness, were acute. CE will relook at the Policy covering this matter. There was some discussion around whether the school should offer flu jabs to staff. No decision was made. **Action: CE**  
Tabitha is now named lead on Safeguard for foundation years and that the school is all ahead of the game safe recruiting.

CE said lower attendance figures were due to one child but that the Home School Link worker is working with the family. He added OCC is not able to support a child unless the position is extreme.

Admissions: As predicted, CE stated, the KS 2 classes are to grow. New applications will not be additional children but simply replacing numbers expected to leave the school, however the roll is low overall. More and more funding is going to deprived areas, next year the school will get £10k with many other schools receiving many times this sum, due to Deddington's overall low levels of deprivation. Yr 3 currently has 30 pupils and the Admissions Committee agreed 31 was acceptable. However there is likely to be 2 more applications with another request a strong possibility. These are all catchment families. Nett school capacity is 210. GB asked if this had a resource implication. CE said TA support would cover additional children. AB said that financially it would be difficult to refuse. It seems that Yr 3 is a boom year everywhere.

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However there are SEND and F&P implications. F1 has 30 children and a new family with a SEN EHC child is coming into the catchment. Due to presence of an EHC the likelihood is that the school will be required to exceed PAN and accept this additional pupil.

The school had been nominated as first choice for 27 pupils, all of whom will get a place. There were few 2nd or 3rd choices which maybe down to the new Longford Park Primary. CE wrapped up by saying the H&S Audit went really well with great feedback and only 1 action point to take forward which is communication.

**Action: CE**

## 10. Minutes from Committee meetings

SIAMS minutes are delayed due to meeting having to be postponed.

## 11. SDP

Spring term data will be the important issue when it comes through after Easter.

Proj. 2. AB On track. He had a meeting with DW and looked at samples of writing from all year groups which was of a high standard.

Proj. 3

Proj. 4 AL had to leave so not able to report.

Proj. 5 Data is expected soon.

## 12. Safeguarding

JM said there was nothing further to add to HT report but she is meeting with CE at the beginning of summer term in particular reference to SIAMS.

**Action: JM**

## 13. Governor visits and training

Covered above. AB and BW will attend Target Tracker training on 27th and BW encouraged more Governors to join them, although there will be more sessions coming.

**Action: LGB**

## 14. GDPR (Including video) - DH

All Governors to sign to say they have seen the video.

**Action: TW**

CE reported that all staff have seen the video. CE offered thanks to DH and Jenny Williams for their work on this. He continued to say staff training is yet to be established, though the school is on track with its planning. AB said that DH's presentation was clear and succinct and that knowing there is a very good ODST back-up is very reassuring. GB wanted to know if there was to be a check list from ODST. It was believed there will be.

## 15. Website compliance

AB asked about ODST regulations apropos the website. CE said the ODST list goes beyond statutory requirements but is useful. He added that some Academy specific information needs to be added although much has been changed to make it user friendly and information easier to find. He said that the site is quite old and he was looking at a Wordpress equivalent and will get a couple of quotes for consideration.

**Action: CE**

## 16. Policies for Ratification

Behaviour for Learning, Anti Bullying, Complaints, Admissions and Exclusion all ratified and signed.

CE suggests that Governors are nominated to have a particular responsibility for some policies. CE to decide which Committees will take over responsibility. CE offered thanks to TW for her work on policies over the years.

**Action: CE**

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## 17. Clerk's Report

There was none.

## 18. AOB

CE offered a huge thanks to GB for his considerable contribution to F&P and for his support and guidance to CE. He also thanked MF for the amount she's done for the school in the community on The Parent Forum and Admissions. Her work had a big impact with regards to the school and parents.

BW echoed CE's comments.

MF said she had been very proud to be part of the success of the school.

Meeting finished at 19.46

**Date of next meeting: Wednesday 13 June 2018**

Attachments in Governor Hub Meeting File:

Appendix	Agenda Item	Title	Date in Hub
A		Agenda	14 March
B	5	LGB Minutes	Feb 2018
C	9	HT Report to LGB 20 March	14 March
D	9	1718 Deddington PA	14 March
E	9	1718 Deddington MV	14 March
F	9	SDP 2017 2018	14 March
G	13	Anne Lindsey Collective Worship Monitoring	Feb 2018
H	13	David Hunsley Collective Worship Monitoring	Feb 2018
I	13	David Hunsley Meet The Children Feedback	Mar 2018