

# MINUTES OF DEDDINGTON PRIMARY SCHOOL LOCAL GOVERNING BOARD MEETING

Tuesday 27 November 2018 at 7pm



Attendees	Category	Late arrival/ early departure
<b>Andrew Bowen (AB)</b> <b>Carrick Cameron (CC)</b> <b>Jane Cross (JCR)</b> <b>Clive Evans (CE)</b> <b>Rev. Annie Goldthorp (AG)</b> <b>Julie Hewish</b> <b>Paul Honess (PH)</b> <b>Martin Squires (MS)</b> <b>Ben Williams (BW)</b> <b>Tei Williams (TW)</b>	<b>Foundation</b> <b>Joint Vice Chair, Foundation</b> <b>Staff</b> <b>Head Teacher</b> <b>Invitee</b> <b>Foundation</b> <b>Parent</b> <b>Co-opted Governor</b> <b>Parent</b> <b>Clerk</b>	
<b>David Hunsley (DH)</b> <b>Juliet Morris (JM)</b> <b>Jacinta Prendergast (JP)</b>	<b>Foundation</b> <b>Joint Vice Chair, Foundation</b> <b>Foundation</b>	

**Observer:** Alan Collins

1. **Prayer:** offered by AG
2. **Apologies:** DH, JP and JM
3. **Declaration of Urgent Business** there were none
4. **Declaration of Business Interests** there were none

**5. SEND & PP Reports from Sue Lenihan & Denise Welch** (See attached)

DW & SL gave a power-point presentation informing the LGB of the barriers facing DA & SEND children. CE pointed out that it is an extremely personalised plan adapted for each child's needs. SL said that all attempts are made to understand each child's disadvantage, the reasons for which can be greatly varied.

Mental health and well being were part of the presentation and part of that is The Happiness Factor project which will be introduced in Jan 2019. It will help children focus on the good things rather than the negative. The school now has 3 mental health ambassadors from Year 6 who can be approached in the playground. CE pointed out that there are children of families who are neither SEND or DA who can be in need of help.

JH asked if the barriers that deterred parents from asking for help had been identified. DW & SL said there were a myriad of reasons and these sometimes become apparent through the children. CE said the school was blessed in having SL & DW's expertise in supporting both children and parents and that DW's report into PP is essential reading for Governors. DW when asked which aspects that make the largest difference to SEND and DA children answered unequivocally that quality teaching made the biggest impact. CE said research has shown the best intervention is the daily teaching.

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## 6. Minutes of the meeting held on 19 September

Agreed as a true and correct record.

## 7. Matters Arising (Not covered elsewhere)

T&L succession: CC will take over leadership

Action: CC

GDPR: DH & TW have met and will report at the next LGB.

Action: DH/TW

SDP: CE said Governors Responsibility needs to be updated

Action: CE

KCSIE: Some Governors need to be chased. Part 1 - Governors need to sign to say they have read it.

Action: TW

Website: CE reported that he will have the first visual in 2 weeks. PH to be the lead

Governor for it. Business interests to be added to the website. TW to give CE info.

Action: TW

DBS Enhanced checks: TW to make sure that the new DBS checks are done.

Action: TW

## 8. Confidential Item

AG, AC, CE and JC left the room and a discussion was held and minuted.

## 9. Chair's Report

BW reported that he had been in touch with ODSM about the use of the use of personal emails and had been advised that it is good practise for Governors to use email accounts provided within a school system. BW proposed the motion to migrate LGB emails to the school server, he was seconded by PH. The motion was carried unanimously. JW to be asked to prepare details for all Governors and Clerk to collect from the school to enable the implementation. LGB to email TW when they have migrated to the new system.

Action: TW/CE/JW/LGB

BW said he had started his Chair Development course and will be looking at ways to utilise the Hub more effectively. TW informed the LGB of an instruction video on the Hub.

Action: BW

## 10. Head Teacher's Report

CE said he presumed all had had read his report.

SDP - the rag rated version of the plan has gone out. ODSM visit number 2 is expected in the next week.

The new SIAMS toolkit will start in January. The school has collected a plaque for its recent outstanding result.

CE reported that Grove Primary School will be visiting to see how the school had developed its reading project and that he had been asked to contribute to next leadership meeting.

CE said Yr 6 had produced the ODSM Christmas card and the choir had been asked to be the choir at the Christ Church Cathedral, Oxford for ODSM's annual Christmas service.

CE informed the meeting of a new family moving into the area before Christmas with an F1 and Yr 2 child. Furthermore he reported the Open Days had been well attended and large number of parents who couldn't make them had visited the school. The result is that they all will put Deddington as their first choice even if they are out of the catchment area.

He reported his concern about a child who had been on the attendance list whose parents had now decided to home tutor. He reported the concerns had been voiced to the appropriate agencies.

The school had been asked to consider an excluded child who was EHCP rated. All aspects were considered however the child had now been placed elsewhere.

Behaviour and Rewards - CE said there had been a number of red letters issued. JC commented that it is an regular autumnal picture, though there had been a decrease. One child, who arrived this summer, still needed some extra help though there has been continual improvement.

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Caretaker - a contracted person has been appointed. PA returned last week to pass on his intelligence. PH asked about financial implications and CE reassured the meeting that it is an increase of few hundred pounds per annum.

ODST northern hub have agreed to do organise partnership events.

PH said there was some discrepancy in the report about PP children. CE to clarify.

**Action: CE**

## 11. SDP

Proj 1 - Amber on SEF, BW has seen a movement on this. Red to Equality Action for stakeholders. BW & CE to pick this up next week

**Action: BE/CE**

Proj 2 - Some ambers, which will probably be there all year. Learning Walks need to be sorted.

**Action: CE**

Proj 3 - JC attended the Make Me Smile workshop. The lead Governor, it was reported, had just given birth.

Proj 4 - JH is new to the project and wishes to get to know more about it before reporting.

Proj 5 - EYES - needs to be examined how reportage should be reflected

## 12. Minutes from Committee meeting

T&L: It was reported there remained a vacancy. BW noted that the LGB was currently under strength overall but that this was being addressed; subcommittee roles will be allocated as and when new Governors join. PH volunteered to join T&L.

**Action: BW/PH**

F&P: AB said there were some crucial issues on capital spending that he didn't understand, ie playground repairs over toilets. CE said ODST asset management reported Yr 6 toilets were not in need of immediate work and that the play equipment and middle field were in a desperate state. CE said he hoped that there will be enough money to fulfil most needs.

and that he was getting a new quotation for a new wireless system.

**Action: CE**

SIAMS - It was reported that a new framework is in place.

TW asked for minutes to be written sooner.

**Action: LGB**

BW reported he is trying to recruit new Governors.

**Action: BW**

H&S: The lead Governor is JH.

## 13. Safeguarding

TW reported that a final few KCSIE quiz need to be returned and all Governors need to sign to say they have read Part 1 of the new Policy.

**Action: LGB**

CE said the annual Safeguarding Report has been completed with JM. He asked if the LGB would accept it. It was accepted unanimously and BW is to sign it. Once signed, the report will be sent to ODST and County and CE will confirm to JM that it has been sent. BW asked about the red points and CE said they are actions to take forward.

**Action: CE**

MS asked if My Concern is of value to a school of this size. CE answered that the school will probably not be taking it forward due to cost/benefit. MS suggested that ODST might take it on for the MAT.

**Action: CE TO RAISE WITH ODST**

CE said the school needs better advice on Peer on Peer Abuse as there is a lack of clarity nationally. CE said if he had any concerns he would refer it upwards. CE to update the LGB at the next meeting. AB said CE's quality interface with parents was essential to this matter.

**Action: CE**

## 14. Governor school visits and training

CC & PH, JM had submitted School Visit reports

CC & PH said being an Effective Governor course was disappointing.

## 15. Website compliance

CE to add SEND & PP reports.

MS to be removed website.

**Action: CE**

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## 16. Policies for Ratification

Teacher's Pay Policy 2018 was ratified.

## 17. Clerk's Report

TW asked Governors to sign to say they had read Part One and urged them to return Declarations of Interest forms.

Action: TW/LGB

## 18. AOB

Governor Board: PH presented a first design with sub-committee responsibilities on it. It was agreed that sub committees are to be listed but not attributed.

Action: PH

Minutes: PH suggested that we move towards a template for all minutes. BW & TW to look at this.

Action: BW/TW

LGB noted JP's good news and wished her congratulations.

CE informed the meeting that Marilyn Simons, the lunchtime supervisor, is retiring, after 40 years at the school. There will be some celebrations, a book of thanks and a lunch on the Friday before Christmas to which all Governors are welcome. AB said it is the sort of service we will never see the like again. Marilyn is to be asked to join the Full Circle group.

BW thanked MS for his invaluable input over the last 6 hours. MS said he had really enjoyed his tenure but the time was right for him to resign. CE added his thanks for all the personal support he had offered over the years.

Meeting finished at 21:18

**Date of next meeting: Tuesday 5 February 2019**

TW Minutes distributed 3 December 2018 Signed

dated

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## Attachments in Governor Hub Meeting File:

Appendix	Agenda Item		Date in Hub
A	1	Agenda	10 Sept 2018
B	9	HT Report to LGB 27 November 2018	21 Nov 2018
C	9	SEN Governor report	21 Nov 2018
D	9	SDP 2018 2019 Nov LGB 2018 version	21 Nov 2018
E	9	Plan for Governor Staff Cohesive Working 2018 2019	
F	11	T&L Minutes 8 October	21 Nov 2018
G	11	F&P Minutes	26 Nov 2018
H	11	SIAMS	26 Nov 2018
I	12	Deddington Safeguarding Annual Report	21 Nov 2018
		<b>OTHER PAPERS</b>	
		Carrick Cameron, School Visit, Learning Walk	21 Nov 2018
		Juliet Morris, School Visit, Lunchtime Behaviour	21 Nov 2018
		SIAMS- Role of foundation Governor	26 Nov 2018
		Foundation and SIAMS Terms of Reference	26 Nov 2018
		Capital Priorities	26 Nov 2018
		F&P Policy Review Schedule	26 Nov 2018