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 Headteacher: Mrs Fiona Taylor



Minutes of the Meeting of the full Governing Body held at the school on Monday 25th June 2018 - commencing 7.00 pm

Present:	Joe Cox (JC)	Parent Governor
	Claudia Harris (CH)	Co-opted Governor
	Steve Leonard (SL)	LA Governor
	(arrived at 7.05 pm)	
	Louise Souter (LS)	Staff Governor
	Fiona Taylor (FT)	Headteacher
	Philip Wilson (PW)	Parent Governor
In attendance:	Lucy Dickinson (LD)	Clerk

Item and description	Actions
50.18 - Welcome and apologies	
CH welcomed Governors to the meeting. Apologies were received and accepted from Peter Dempsey (PD : Co-opted Governor), Angela Lavington (AL : Foundation Governor), Marcus Luckett (ML : Co-opted Governor) and Melody Chadwick (MC : Associate Staff). Matthew Keates (MK : Parent Governor) has stepped down from the Governing Body - vacancy for Parent Governor to be advertised in September. The meeting was quorate (6 Governors present of 9 in post) and was opened at 7pm by CH .	FT - Sept.
51.18 - Notification of any urgent business	
FT requested addition of an item regarding access to Church Lane - this was discussed at item 66.18. (7.05: SL arrived)	
52.18 - Declaration of interests including update to the register	
There were no declarations of interest. The attendance register was signed and passed to LD for filing.	LD- done

53.18 - Approval of the minutes of the meeting held on 23 April including part 2 (confidential minutes) and F&P minutes	
The minutes were approved, signed by CH (FGB) and SL (F&P) and passed to FT for filing. There were no matters arising.	FT
54.18 - Headteacher's report	
<p>This had been circulated to <i>Governors</i>, and as discussed at the last meeting has now been reformatted to include only updates and changes since the last report (rather than being a longer rolling report as previously). FT reported that in addition to the new pupils and high roll reported (which now matches the original estimated budget figures), there have been other families visiting the school, either because they are moving into the area or are looking to change schools. The outcomes of these visits are not yet known. <i>Governors</i> asked which years might be affected - FT said that Years 1 and 3 had been popular. FT feels that the school projects a good image to visitors, but <i>Governors</i> also recognised that other factors are important (distance etc.) The school will follow up with <i>OCC</i> for information on any potential in-year transfers.</p> <p><i>Governors</i> asked:</p> <p><i>Q. Would the building developers be required to give funding to the school for significant numbers of new houses?</i></p> <p><i>A. Only if an extra classroom is required. The current classes are not yet at capacity, so more pupils could be accommodated. It was suggested that the school could ask for funding for something more specific - e.g. assistance with updating the Early Years outdoor area. FT said that they are already developing a 3-year plan to use for fundraising (for FACs, local developers and businesses).</i></p> <p><i>Q. Governors noted that attendance is up slightly on last term (but down since the autumn) - is there still an issue with lateness?</i></p> <p><i>A. Yes, but only for a small number of families - staff continue to be mindful of this and work with parents. Holidays are never authorised.</i></p> <p><i>Q. The EHCP application was successful, but no money has yet been received - will this be backdated?</i></p> <p><i>A. FT thought not.</i></p> <p><i>Q. FT said that the Year 2 data was better than hoped from the March snapshot, but still not as good as the school had been aiming for. Was there anything in particular to be done about the percentages of boys reaching expected levels in reading, and girls in maths?</i></p>	

<p><i>A. The cohort is quite small, so that one pupil can have a large effect on the percentages. Data from the whole school would need to be considered at the next meeting to see whether there is a similar issue across the school. In the meantime, team teaching has been taking place and there have already been some improvements in outcomes (albeit from a low starting point). The aim will be to continue supporting individual pupils and staff are confident that there is capacity for further improvement.</i></p> <p><i>Q. A former TA is coming back to the school as an associate teacher - is this a salaried position and how will the school benefit?</i></p> <p><i>A. This is an unpaid position as it is part of her teacher training through Cherwell SKITT - she was keen to return to Aston. The school will get a small amount of funding to help support her mentoring.</i></p> <p><i>Q. Is there any update on the redevelopment of the school website?</i></p> <p><i>A. HC and FT met the current provider who had offered to create a new site, as well as one of the school parents (who will also do the work for free). They have decided to go with the parent's offer as she is familiar with the school and will make the site more personal.</i></p> <p><i>Q. Is there any further work to do on GDPR compliance?</i></p> <p><i>A. Turn it On have been employed and the current situation is as far along as possible. It was also noted that all Governors need to use GovernorHub in order to ensure GDPR compliance for Governor information.</i></p> <p><i>Q. What would the role of a SMSC Governor entail?</i></p> <p><i>A. This refers to spiritual, moral, social and cultural responsibilities and is another post which needs to be filled by Governors.</i></p> <p><i>Q. Is the grounds maintenance supplier still satisfactory?</i></p> <p><i>A. FT reported that the school is very happy so far - a big one-off clear up was done, and since then the service has been very helpful (the company call to say when they will come in, which avoids conflict with on-site events etc.)</i></p> <p><i>Q. What are the options for improving security by installing proper fire doors and how much is this likely to cost?</i></p> <p><i>A. PW suggested that a variety of measures are available, including retrofitting doors with covers over the handles (rather than installing new push-bar doors). It was noted that this option might be better in terms of cost and not allowing pupils to push open the doors, but would prevent them being opened for ventilation (which should not be happening with fire doors anyway). The IT room will no longer be used as a classroom from September (this space has been particularly hot).</i></p>	
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55.18 - Corinthian Partnership	
<p>FT and CH have signed the partnership agreement and parents have been informed. <i>Governors asked:</i></p> <p><i>Q. Has there had been any parental feedback?</i> <i>A. FT said only from a small number of parents, who had said that the joint events had been well received by their children.</i></p> <p><i>Q. Could the school explore other possible avenues for collaboration?</i> <i>A. The Partnership is already looking at English subject leaders working together, and there is a Heads' meeting next week. It was agreed that Aston should start collating ideas, including the potential for sharing staff training, combining buying power etc. It was noted that Cokethorpe had been approached for potential assistance with the DPO role and grounds maintenance but had been unable to help, however the potential for attending their Safeguarding training (and other training) was discussed, and they were also willing to help with fundraising (representatives from FACs to go along to a future meeting).</i></p> <p><i>Q. Can Aston use their sports facilities?</i> <i>A. Yes, if they are not being used. They can also use the school minibuses (for a small charge, but probably less than renting from elsewhere).</i></p> <p>FT to report any progression at the next FGB meeting, and committees to consider possible collaborative areas within their remit.</p>	FT, Govs
56.18 - Election of Chair and Vice-Chair for 2018-19	
<p>LD took the Chair for this item. AL had informed CH that she was willing to re-stand as Chair. There being no other candidates, AL was re-elected as Chair for one year.</p> <p>CH informed the meeting that she was willing to re-stand as Vice-Chair. There being no other candidates, CH was re-elected as Vice-Chair for one year. CH to work closely with AL over the next year, with a view to standing as Chair for 2019-20.</p> <p>SL also confirmed that he was willing to re-stand as F&P Chair for next year - committee structure to be discussed further at the next meeting.</p>	
57.18 - Staffing/class arrangements for September	
<p>LS will be going on maternity leave, and EG will be returning to work. FT noted that the capacity for separate classes in the morning is not available for next year. She outlined the staff allocations, and confirmed that these would be announced to parents next week, along with the</p>	

pupil allocations for the Year 3/4 and Year 4/5 classes (these will be based on birth date) and TA allocation.	
58.18 - PPA cover	
Confidential - see part 2 minutes	
59.18 - Committee membership and work for committees	
Carry forward to next FGB meeting.	
60.18 - Appoint Governors to HT appraisal panel	
Governors agreed to appoint David Burrows again as external advisor, and noted that AL , CH and ML were happy to continue as the appraisal panel (they have done the relevant training).	
59.18 - Policies	
None for review at this time.	
60.18 - Admissions code consultation	
It was noted that consultation needs to be started before October, and even if no changes are made, the policy needs to be determined by 28 February 2019. Include on next FGB agenda, then send out information to parents and other stakeholders.	LD -agenda FT
61.18 - Health and safety	
The latest inspection had gone very well, with the inspector complimenting the school on the work done to address any red flags from the previous inspection. FT has now done bespoke training, and all risk assessments have been updated with her name as responsible staff member (having taken over as Head teacher). It was noted that a Health and Safety Governor is now required as MK has stepped down.	
62.18 - Safeguarding	
The OCC template for 2017-18 is not yet available, but will be sent to schools shortly for completion and presentation to Governors at a future meeting. FT reported that a new code is coming into force in September, so the school will need to ensure compliance with this. She is considering a voluntary external inspection from OCC to assist in identifying any requirements.	
63.18 - Distinctiveness as a Church of England school	
The new SIAMs framework is being introduced. The school will not be inspected again until 2020, but need to use that time to work on this and aim to maintain its outstanding rating. A new vicar will start in September, and is apparently keen to come into school regularly.	

64.18 - Governing body matters	
<p>Governors agreed to use the GovernorHub self-assessment, taking 2-3 questions for discussion at each meeting. List of questions and descriptor gradings available on Governor Hub</p> <p>LD to include in future agendas.</p> <p>EG to take over as staff governor from LS when she returns from maternity leave (LD to inform Governor Services and update Governor Hub)</p>	<p>LD -agendas</p> <p>LD -Sept.</p>
65.18 - Date of next meetings	
<p>SDP setting meeting with staff and Governors - 9 July at 6pm.</p> <p>FGB meeting: Monday 17 September at 7 pm</p> <p>Committee meetings to be scheduled as sections with FGB meetings</p> <p>Suggested dates based on this year:</p> <p>26 November (committees: 6pm - P& S, 7pm - F&P)</p> <p>28 January (FGB)</p> <p>1 April (committees: 6pm - P& S, 7pm - F&P)</p> <p>29 April (FGB)</p> <p>24 June (FGB)</p>	
66.18 - Assess to Church Lane	
<p>FT explained an issue relating to a local resident having erected a screen on the other side of a gate from the school which leads onto a private road (which is a historic footpath). The screen prevents the gate from being opened. Governors discussed the importance of maintaining access in case of emergency. FT to check with OCC (H&S) to see whether there is a copy of the deeds. Governors agreed that any letter should be sent on behalf of the Governors. FT to report back.</p>	

The meeting closed at 8.45 pm.

Documents for the meeting	Sent by	Date on Gov. Hub
Agenda	LD	18 June 2018
Attendance sheet	LD	tabled
Minutes of FGB meeting on 23 April 2018	LD	25 May 2018
Part 2 (confidential) minutes from 23 April 2018	LD	tabled
Minutes of F&P meeting on 23 April 2018	LD	25 May 2018
Headteacher's report	LD	18 June 2018