



**Aston and Cote C.E. Primary School**  
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 Headteacher: Ms Paula Phillips



**Minutes of the Meeting of the full Governing Body held at the School on Wednesday 3<sup>rd</sup> May 2017 at 6pm.**

**Present:**

Claudia Harris ( <b>CH</b> )	Parent Governor
John Hickey ( <b>JH</b> ) (arrived at 6.15 pm)	Parent Governor
Angela Lavington ( <b>AL</b> )	Foundation Governor
Marcus Luckett ( <b>ML</b> )	Co-opted Governor

**In attendance:** Lucy Dickinson (**LD**) Clerk

Item and description	Actions
<b>49.17 - Welcome and apologies</b>	
The meeting was opened at 6.00 pm by <b>AL</b> . Apologies were received and accepted from Matthew Keates ( <b>MK</b> : Parent Governor) and Steve Leonard ( <b>SL</b> : LA Governor). Paula Phillips ( <b>PP</b> : Head Teacher and Fiona Taylor ( <b>FT</b> : Staff Governor) did not attend due to conflict of interest in discussing the HT recruitment (the main business of this meeting). The meeting was quorate from 6.15 pm onwards (when <b>JH</b> arrived).	
<b>50.17 - Notification of any urgent business</b>	
None	
<b>51.17 - Declaration of interests</b>	
As noted in 49.17, <b>PP</b> and <b>FT</b> were not in attendance due to the discussions involved in item 54.17	
<b>52.17 - Approval of the minutes of the meeting held on 4 April 2017</b>	
The minutes were approved, signed by <b>AL</b> who will give them to <b>PP</b> for filing. <b>LD</b> to send an electronic copy of the ratified minutes for addition to	<b>AL</b> <b>LD</b>

the website.	
53.17 - Matters arising not elsewhere on the agenda	
<p>40.17: <b>AL</b> confirmed that the budget had been signed off and submitted. There has subsequently been a small increase in the number of pupils joining the school in September, but it was agreed that any changes could be addressed within the ongoing budget monitoring process.</p> <p>44.17: <b>ML</b> and <b>CH</b> had completed their SDP updates for the Spring Term. Other Link Governors to complete their sections and either upload or send to <b>LD</b> for addition to the SDP on GovernorHub. The 'Ongoing areas for School Development' document, which is kept in paper format at the school and covers other key areas not separately addressed in the SDP, such as SEN, H&amp;S etc., was circulated by <b>CH</b>. Governors were reminded to complete the relevant comments sections during school visits, and <b>CH</b> offered to type this up for the school file.</p> <p>45.17: Governor recruitment was discussed - it was noted that although <b>SL</b> is willing to stand for a further 1-year term as LA Governor (see item 57.17), outside assistance is still needed in the recruitment of non-Parent Governors for this position, the Foundation Governor position and the two Co-opted Governor positions. <b>CH</b> to put the piece she has written into the next issue of the local newspaper, and <b>AL</b> to approach the Diocese for their advice on recruitment of a Foundation Governor.</p> <p>(6.15 pm: <b>JH</b> arrived - meeting became quorate with 4 out of the 8 Governors in post being present)</p>	
54.17 - Head Teacher recruitment	
Confidential item - see Part 2 minutes	
55.17 - Staffing during summer term	
Confidential item - see Part 2 minutes	
56.17 - School Financial Value Statement (SFVS)	
This had been circulated to all Governors for their information, and has been added to the Schedule of Work for the Finance committee in future years to ensure sufficient feedback from relevant Governors.	
57.17 - Governor re-appointment (LA Governor)	
It was noted that <b>SL's</b> term as LA Governor ends on 4 May 2017. <b>SL</b> has agreed to stand for a further 1-year term, but has indicated that he would like to step down in 2018. Governors <b>agreed</b> to this re-appointment, and noted their thanks to <b>SL</b> . Possible avenues for finding a future candidate	

were discussed. LD to inform Governor Services and the Diocese of this reappointment.	
<b>58.17 - Governor training</b>	
<p>ML has not yet been able to attend Governor Induction training, and is unable to manage the dates currently advertised on the OCC website. LD to send on further dates when available. In the meantime, there is some free online training available from The Key:</p> <p><a href="https://governorinduction.thekeysupport.com/">https://governorinduction.thekeysupport.com/</a></p> <p>There are also a wider range of online courses available through Gel Training: <a href="http://www.gelregistration.co.uk/">http://www.gelregistration.co.uk/</a></p> <p>These would require separate purchase by the school (access was an option on the Buyback form). Governors to consider whether in future this might be a preferable option to face-to-face training for those Governors with limited time available.</p>	
<b>59.17 - Policies</b>	
<p>The following polices have been reviewed by individual Governors and signed on behalf of the Governors: Safeguarding (AL), Inclusion (CH - to be checked with Alison Feast) and H&amp;S (MK).</p> <p>AL requested that those policies requiring Governor review/ratification be included in the annual schedule for 2017-18 (the OCC update for this should be available by the end of Term 5), and that the required frequency of review be checked. This is outlined in pages 8-19 of:</p> <p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/357068/statutory_schools_policies_Sept_14_FINAL.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/357068/statutory_schools_policies_Sept_14_FINAL.pdf</a></p> <ul style="list-style-type: none"> <li>- a template schedule is also included with these minutes.</li> </ul>	
<b>60.17 - Dates of meetings for 2016-17</b>	
Monday 19 June 7pm: FGB	

The meeting closed at 6.50 p.m.

<b>Documents for the meeting</b>	<b>Sent by</b>	<b>Email date</b>
Agenda	LD	26 April 2017
Attendance sheet	LD	tabled
Minutes of FGB 4 April 2017	LD	10 April 2017
SFVS	LD	26 April 2017

**Items for next agenda:** Head teacher's report, elect Chair and Vice-Chair and agree length of term, agree committee membership and work for committees (Terms of Reference), receive annual Safeguarding Report and LAC report (if any), monitor current budget performance, Equality plan update.