



**Aston and Cote C.E. Primary School**  
 Cote Road  
 Aston  
 Bampton  
 Oxfordshire  
 OX18 2DU

Tel: 01993 850435  
 Fax: 01993 851915  
 Email: [office.3120@aston-and-cote.oxon.sch.uk](mailto:office.3120@aston-and-cote.oxon.sch.uk)  
 Website: [www.aston-and-cote.oxon.sch.uk](http://www.aston-and-cote.oxon.sch.uk)  
 Headteacher: Ms Paula Phillips



**Minutes of the Meeting of the full Governing Body held at the School on Monday 6<sup>th</sup> February 2017 at 7pm.**

**Present:**

Claudia Harris ( <b>CH</b> )	Parent Governor
Matthew Keates ( <b>MK</b> )	Parent Governor
Marcus Luckett ( <b>ML</b> )	Co-opted Governor
Paula Phillips ( <b>PP</b> )	Headteacher
Fiona Taylor ( <b>FT</b> )	Staff Governor

**In attendance:**

- Richard Bloomfield (**RD**) Prospective Foundation Governor
- Harriet Cornell (**HC**) School Business Manager (left at 7.30 pm)
- Lucy Dickinson (**LD**) Clerk

Item and description	Actions
<b>18.17 - Welcome and apologies</b>	
The meeting was quorate and was opened at 7.00 pm by <b>CH</b> (Vice-Chair). Apologies were received and accepted from Angela Lavington ( <b>AL</b> - Foundation Governor), Steve Leonard ( <b>SL</b> - LA Governor) and John Hickey ( <b>JH</b> - Parent Governor).	
<b>19.17 - Notification of any urgent business</b>	
None	
<b>20.17 - Declaration of interests</b>	
None	
<b>21.17 - Approval of the minutes of the meeting held on 19 September 2016</b>	
The minutes were approved, signed by <b>CH</b> and passed to <b>PP</b> for filing. <b>LD</b> to send an electronic copy of the ratified minutes for addition to the website.	<b>PP</b> <b>LD</b>
<b>22.17 - Matters arising not elsewhere on the agenda</b>	
03.16 Governor information to be added to Edubase: done	

23.17 - Budget monitoring and impact of new funding formula	
<p><b>Budget:</b> the summary and full profile had been circulated, and <b>HC</b> talked Governors through the most recent changes. The largest addition came from staffing costs to cover 1-to-1 support for a Reception pupil being assessed for an Educational Healthcare Plan (EHCP), and additional support for Year 6 pupils in maths and literacy (to help them with the new Curriculum). The Reception pupil may receive SEN funding which will be backdated, but is unlikely to come through until the new financial year, and will not cover all the support (the school needs to cover the first 15 hours each week). There have also been some additional maintenance costs not in the original budget (boiler and gate repair and the thermostatic radiator valves).</p> <p>Overall it is anticipated that the carry-forward will be around £4k less than in the original budget. Governors accepted the reasons for the additional spending, and thanked <b>HC</b> for the update.</p> <p><b>Fairing funding formula:</b> a spreadsheet showing the likely effects of the proposed formula had been circulated, together with notes from <b>HC</b> explaining the background and work done to adjust the figures to accurately reflect pupil numbers (attached to these minutes). Governors discussed the rationale for the new formula which aims to allocate more funding based on deprivation and prior attainment, while reducing the lump sum currently received by all schools by £15k. It was noted that this funding calculation does not include any extra amounts received for Pupil Premium, SEN, Sports funding. <b>HC</b> is planning to respond to the consultation once she has received the <b>OCC</b> response and had time to consider the effects on the school and any areas for concern - she mentioned a lack of information on funding support for pupils with high medical needs.</p> <p>Governors and others can also respond at:  <a href="https://consult.education.gov.uk/funding-policy-unit/schools-national-funding-formula2/">https://consult.education.gov.uk/funding-policy-unit/schools-national-funding-formula2/</a>          and a response from the National Governors Association is available at  <a href="http://www.nga.org.uk/News/NGA-News/Sept-16-Feb-2017/New-funding-formula-a-fairer-portion-of-not-enough.aspx">http://www.nga.org.uk/News/NGA-News/Sept-16-Feb-2017/New-funding-formula-a-fairer-portion-of-not-enough.aspx</a></p> <p><b>PP</b> emphasised the need for the school and Governors to plan for challenging financial times.          (7.30 pm <b>HC</b> left)</p>	
24.17 - Head teacher's report including Health & Safety and Distinctiveness as a Church of England School	
<p>The report and inspection data dashboard had been circulated. <b>PP</b> highlighted changes in the school roll, and also noted the high levels of illness (both pupils and staff) this term. Areas of concern/focus were</p>	

<p>highlighted in the HT report, with additional support already in place (particularly for Year 6), and other options being considered for improving writing. All Year 2 pupils had passed the phonics screening, and 80% of the current Year 1 were already on track to pass.</p> <p><b>CH</b> to visit next week in her capacity as SEN link Governor to look at the use of specific support programs.</p> <p><b>PP</b> explained that the list of special events was updated in the HT report each term, and highlighted the involvement of Years 5&amp;6 in the Terrific Scientific National BBC project. Governors were encouraged to contact <b>PP</b> if they think of any other areas which should be included in the HT report.</p> <p>Grants: the application for MOD covenant funding to redevelop the school house was turned down (although £2k was received for nurture and Forest School). An application to Awards for All will be made.</p> <p>Governors also observed the RE books and discussed the provision for RE (through special RE days). They asked whether these include different religions, and <b>PP</b> and <b>FT</b> confirmed that this was the case, with different World religions being studied by each class alongside Christianity (and including Judaism, Islam, Sikhism and Hinduism). The success of the Growth Mindset work was also discussed at this point.</p> <p><b>CH</b> would like to visit the school during one of these days - <b>PP</b> to send dates.</p>	<p><b>CH</b></p> <p><b>Govs</b></p> <p><b>PP, CH</b></p>
<p>25.17 - SDP</p>	
<p>Several Governors had come in to school on 27 January and all had written up reports. Governors were particularly struck by the high standards of behaviour and the way in which children worked together (one Governor felt that this was partially attributable to the pace of lessons, which stopped any opportunity for bad behaviour). Governors also mentioned the importance of pupils verbalising their thought processes and felt that this was evident in the school. The use of a Slow Writing approach (to encourage pupils to share ideas and help stimulate those struggling with lack of experience/vocabulary) was discussed.</p> <p>The mechanisms for Governors to feedback both their comments and the input of their link Staff members into the SDP was discussed. <b>PP</b> to check with staff to ensure that comments are sent to link Governors. In order to ensure that the master copy has all the most recent updates, Governors were asked to send these to <b>LD</b> and to copy in the office so that <b>PP</b> is made aware when updates have occurred.</p> <p><b>CH</b> also reminded Governors of the other 'Ongoing areas for School Development' document which is kept in paper format at the school. This covers other key areas not separately addressed in the SDP, such as SEN, H&amp;S etc. Governors were asked to complete the relevant comments sections during school visits.</p>	<p><b>PP</b></p> <p><b>Govs</b></p> <p><b>Govs</b></p>

<b>28.17 - Staffing issues (confidential discussion, now in public minutes)</b>	
<p>(<b>RB</b> left the meeting during this item)</p> <p><b>PP</b> had received a letter from a member of staff requesting a 6-month sabbatical to go travelling (from January 2018). The letter was read to Governors, who agreed that there was definite potential for both personal enrichment and interesting cultural feedback to the school (through links with schools overseas and observation of different teaching practices). In light of previous good performance, Governors <b>agreed</b> to this request. <b>PP</b> to report back on this decision and to look at staffing arrangements to ensure minimum disruption occurs for pupils.</p> <p><b>PP</b> also informed Governors that she has been offered another HT position and is handing in her resignation. She planned to notify parents the following day, and thanked Governors for their support. She will start her new role in September 2017 (or earlier if recruitment can be carried out by May).</p> <p>Governors also requested that their thanks be recorded for <b>PP's</b> work on behalf of the school. <b>LD</b> to send on any useful guidance for Governors. Governor involvement is covered in regulation 15 (Governors to notify the LA of HT vacancy):</p> <p><a href="http://www.legislation.gov.uk/uksi/2009/2680/regulation/15/made">http://www.legislation.gov.uk/uksi/2009/2680/regulation/15/made</a></p> <p>(<b>RB</b> returned to the meeting)</p>	<p><b>PP</b></p> <p><b>LD</b></p>
<b>29.17 - Church trustees' letter</b>	
<b>AL</b> to follow up with <b>SL</b> - the letter had been forwarded to <b>SL</b> for comment and discussion.	<b>AL</b>
<b>30.17 - Policy review schedule and updates</b>	
No policies for update at this time due to illness and other workload pressures.	
<b>31.17 - Stakeholder feedback including ParentView survey</b>	
Move to future agenda - <b>PP</b> to find results for latest survey.	<b>PP</b>
<b>32.17 - Governor recruitment</b>	
<b>RB</b> to consider taking on the Foundation Governor position - to discuss with <b>PP</b> and inform the Governors of his decision.	<b>RB, PP</b>
<b>CH</b> to put together a short piece for Voices regarding the two Co-opted Governor vacancies (deadline end of February), and <b>AL</b> to look at putting something into the Bampton Beam.	<b>CH</b> <b>AL</b>
<b>33.17 - Governor training records</b>	
<b>LD</b> circulated the training record for updates ( <b>ML</b> had done Safeguarding training in January). <b>CH</b> is doing an enhanced Safeguarding course through work, and <b>AL</b> is looking for upcoming Safeguarding training dates - <b>LD</b> to send dates. Training records can be entered into Governor profiles on GovernorHub - <b>LD</b> to update these and send reminder to Governors for	

checking/adding.	
<b>34.17 - Dates of meetings for 2016-17</b>	
Monday 13 March 6pm: committees (Standards then Finance) Tuesday 26 April 6pm: committees and short FGB (Finance, FGB budget approval then Standards) - <b>PP</b> to check change of date with <b>HC</b> to ensure this fits with the budget submission date. Monday 19 June 7pm: FGB	<b>PP</b>

The meeting closed at 7.20 p.m.

<b>Documents for the meeting</b>	<b>Sent by</b>	<b>Email date</b>
Agenda	LD	28 January 2017
Attendance sheet	LD	tabled
Minutes of FGB 19 September 2016	LD	26 September 2016
Budget profile (summary and full ledger)	LD	3 February 2017
Fairer funding summary and spreadsheet	LD	3 February 2017
Headteacher's report	LD	1 February 2017
Inspection dashboard	LD	1 February 2017
Governor training record	LD	tabled

**Items for committee meetings:**

**P&S:** Termly review of pupil achievement data, review Governor visits, review outcomes of PE and sport funding against success criteria, communication strategy and questionnaires, review effectiveness of Pupil Premium funding.

**F&P:** Budget monitoring, draft budget preparation, decide on purchases to meet school needs, revise staff pay policy, review charging and letting policy, review insurance arrangement, review staff structure.