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 Headteacher: Ms Paula Phillips



Minutes of the Meeting of the full Governing Body held at the School on Monday 8th February 2016 at 7pm.

Present:	Claudia Harris (CH) Rick Johnson (RJ) Matthew Keates (MK) Angela Lavington (AL) Steve Leonard (SL) Marcus Luckett (ML) Paula Phillips (PP) Fiona Taylor (FT)	Parent Governor Co-opted Governor Parent Governor Foundation Governor LA Governor Co-opted Governor Headteacher Staff Governor
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In attendance: Lucy Dickinson (LD) Clerk

Item and description	Actions
01.16 - Welcome and apologies	
The meeting was quorate and was opened at 7.00 pm by AL . Apologies were received and accepted from John Hickey (JH) Parent Governor.	
02.16 - Notification of any urgent business	
PP requested that CATs testing be discussed as part of item 08.16. AL reminded Governors that a Whistleblowing Governor needs to be appointed (this was covered in item 16.16).	
03.16 - Declaration of interests including update to the register	
There were no declarations of interest.	
04.16 - Approval of the minutes of the meeting held on 21 September 2015 and the EGM on 16 November 2015	
The minutes were approved, signed by AL and passed to PP for filing. LD to send an electronic copy of the ratified minutes for addition to the website.	PP LD

05.16 - Matters arising not elsewhere on the agenda	
<ul style="list-style-type: none"> • AL asked whether the Sports Funding report (item 79.15) had been looked at elsewhere. SL confirmed that this had been discussed at the November Finance and Premises (F&P) committee meeting and PP has put the report up on the website. • AL asked whether the Core Aims document (item 81.15) had been reissued: PP to check on this. 	PP
06.16 - Head teacher's report including Safeguarding and Health & Safety and Distinctiveness as a Church of England school	
<p>This had been circulated. Governors appreciated the inclusion of the Health and Safety (H&S) and Safeguarding sections. PP updated Governors on the situation with the cook: there had been a period of inconsistency, with the supplier sending different staff and parents reported a decline in standards. A new cook had now started and was expected to remain in place, and the standards seem to be improving. This will be monitored.</p>	
07.16 - SDP and SEF including identifying budget implications of SDP and brief feedback from each Governor on their area	
<p>SDP: AL had sent a reminder to Governors to arrange appropriate visits and complete the feedback section for their allocated areas. SL and JH have some work outstanding on this, and other Governors will need to do updates for the Spring term. Governors offered the following feedback:</p> <ul style="list-style-type: none"> • CH had met with Miss O'Hara to discuss the EYFS provision. Baseline assessments are being carried out. CH had also spoken with some parents; their feedback had been very positive. It was noted that this year's LA moderation would be for EYFS (see HT report item 3.2). • RJ and ML had met FT to discuss the new curriculum and tests for English and reading. Governors noted the increased requirements in standards (see item 08.16) • AL had discussed Distinctiveness as a Church of England school with FT- the outstanding SIAMs result was noted. AL also spoke about the impact of the buddy system for assemblies. Governors felt that this was working well and benefitted both the older and younger pupils. • AL had also done a learning walk and discussed Quality of Teaching. An INSET day (Every lesson counts) had taken place, and the drive to make all teaching outstanding continues. <p>SEF: this had been circulated- PP would like Governors to contribute. The school is aiming to be Outstanding (1), and is already self-evaluating at this level for EYFS and Personal development, Behaviour and Welfare. Other areas are being evaluated as Good (2), because PP feels there is still work to do on getting to grips with the new curriculum and expectations. Governors appreciated the ongoing additional interventions for Year 6 pupils which are helping to give them confidence and coping tools in</p>	SL, JH Govs

<p>grammar and mathematics prior to taking the KS2 SATs.</p>	
<p>08.16 - Year 6 current position: update and forecast including Curriculum, CATs</p>	
<p>PP had circulated separate sheets (attached) with the data for this cohort from KS1 (levels 2+, 2b+ and 2a+) and the progress data from Year 4 (level 3a+). She reminded Governors that this cohort had not received consistently good teaching lower down the school (this has been addressed for later cohorts). Year 6 has been receiving additional support.</p> <ul style="list-style-type: none"> • The new expectations at the end of KS2 can probably be extrapolated back to a level more like 2a+ (the new performance descriptors seem to equate to an old level 5). 55% of the cohort had achieved level 3a+ at the end of year 4, so some improvement had been made. • It is still unclear what the threshold targets for this summer's SATs would be- the tests are new, and the requirements have not yet been published. • Descriptors have been sent out for age related expectations (AREs). Pupils will need to meet 100% of these: based on current in-year results the school would anticipate 45-55% of pupils will meet AREs. • Data from previous year's SATs for other similar schools locally suggested that this was likely to be the situation elsewhere, but Governors were still concerned about knowing which areas to focus on, and that individual pupils will feel that they are failing. • Governors asked if all Year 6 pupils are attending the after-school sessions. PP said that most were, but some were reluctant to give up sports after school, so that the sessions might be moved to the afternoons (during the school day). • FT reported that sample tests had been received, and although these do not include the expected threshold, they will help in identifying areas of weakness to focus on. • PP needed to alert Governors to the fact that if the final outcome was that 45-55 % of pupils met age related expectations, this could trigger an Ofsted inspection. The situation will be closely monitored. <p>CATs: PP informed Governors that one local secondary school was requesting that the primary schools administer CATs to the Year 6 pupils at the end of the summer term, in order to help with setting pupils in September. This had also been requested last year, and Aston had done the tests but there were issues:</p> <ul style="list-style-type: none"> • no results or analysis had been sent back • the tests are carried out on computers (which means splitting the cohort into smaller groups) making administration difficult • it was felt that coming after the SATs, yet being very different in format, this was an additional stress on pupils. 	<p>PP, FT</p>

<p>Governors asked what happened if the school did not carry out the CATs- PP said that pupils would take them at the start of Secondary School, and that in the meantime pupils would be allocated based on teacher assessments etc. Governors decided to support the school in refusing this request, based on the additional demands placed on the current Year 6 cohort due to the change in curriculum and SATs tests.</p>	
<p>09.16 - Confidential item</p>	
<p>See part 2 minutes</p>	
<p>10.16 - Headteacher's appraisal update</p>	
<p>AL, JH and CH had carried out the appraisal together with the external advisor in December, and confirmed that PP had met her objectives for the previous year. Objectives were set for 2015-16. Governors APPROVED the associated pay rise in line with the discussions at the last F&P meeting, and thanked PP for her hard work on behalf of the school.</p>	
<p>11.16 - Academy discussion</p>	
<p>Governors discussed the various options currently available or opening up, and agreed to investigate further with a view to a meeting or presentation at a future FGB meeting.</p>	<p>Govs</p>
<p>12.16 - Website revision</p>	
<p>The new website is now running, and PP had checked for statutory requirements, but would appreciate Governors' input. MK agreed to look at this- LD to send RAG rated spreadsheet. Parental feedback was positive.</p>	<p>MK LD</p>
<p>13.16 - Stakeholder feedback</p>	
<p>None at this time- to consider at later FGB</p>	<p>PP, LD</p>
<p>14.16 - Interim progress review of Head teacher performance objectives</p>	
<p>Scheduled for next week-to be reported at next FGB.</p>	<p>PP, AL, CH, JH</p>
<p>15.16 - Policies updates</p>	
<p>The model policies and guidance from OCC had been circulated for Complaints and Exclusion. These are statutory and changes are limited- they were agreed by Governors, and the Complaints panel was named (AL, CH, ML, SL and RJ): AL asked that the panel read the guidance to ensure that they are familiar with it. AL had checked the attendance policy- this has been updated with the correct school times. AL signed on behalf of the Governors, the policy will go on the website and be sent out via Parent Mail. Governors asked whether lateness is still an issue for some families. PP confirmed that although it had decreased slightly, there were a small number of families for whom it continued to be an issue (in spite of letters, discussions etc.). Governors asked if there were any additional steps- PP said that the OCC attendance officer could be contacted.</p>	<p>PP</p>

16.16 - Governor vacancies and positions	
<p>Whistleblowing Governor: RJ agreed to take on this position in his capacity as Safeguarding Governor. PP to add him to the policy and send a copy.</p> <p>SEND Governor: CH offered to take on this role and will link with Alison Feast (AF) in this area.</p> <p>Governor vacancies: one Foundation and one Co-opted position are vacant. AL reported that she has been approached by a parent who is willing to take on the second Foundation Governor position. Governors discussed the importance of having non-parents represented on the Governing Body, but also recognised the need to recruit new Governors. It was agreed that AL and PP should meet this potential recruit, and that subject to undertaking the appropriate induction training and getting Diocesan approval, this appointment should go ahead. Another Foundation Governor candidate may be available from September (non-parent), in which case AL could move to the Co-opted position.</p>	<p>PP CH</p> <p>AL, PP</p>
17.16 - Governor training	
<p>ML had done the Prevent training. This is available to all Governors online at: http://course.ncalt.com/Channel_General_Awareness/01/index.html and should take about 20 minutes to complete. Certificates can be printed off and brought to a future FGB for inclusion in the Governor file. RJ had done Safeguarding training, and recommended this to Governors. LD to circulate governor training record for updates.</p>	<p>LD</p>
18.16 - Dates of next meetings	
<p>Committee meetings: 15 March (6pm F&P, 7pm: P&S)- PP to check with HC.</p> <p>Committee meetings: 25 April (including short FGB for budget submission).</p> <p>FGB: 20 June, 7pm</p>	<p>PP</p>

The meeting closed at 8.30 p.m.

Documents for the meeting

	Sent by	Email date
Agenda	LD	1 February 2016
Attendance sheet	LD	tabled
Minutes of FGB 21 September 2015	LD	6 October 2015
Minutes of EGB 16 November 2015	LD	1 February 2016
Headteacher's report	LD	1 February 2016
Year 6 data summary	LD	1 February 2016
Neighbouring school data comparisons	LD	1 February 2016
Data summary December 2015	LD	1 February 2016
SEF update	LD	1 February 2016
Unvalidated Ofsted data dashboard	LD	1 February 2016

Chair of Governors: Date:

Attendance policy 2016	LD	5 February 2016
Complaints procedure guidance	LD	5 February 2016
Exclusion guidance	LD	5 February 2016
Exclusion form	LD	5 February 2016
Advice on attendance	LD	5 February 2016
P9 budget monitoring	LD	5 February 2016
Complaints best practise advice	LD	5 February 2016

Items for next FGB meetings:

25 April (short FGB between committees)- approve budget

20 June - HT report, elect Chair and Vice-Chair, agree committee membership and work for committees, receive annual Safeguarding children report and Looked after Children report, interim progress review of head teacher performance objectives, agree dates for following year.