



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
 Website: 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 19th June 2017 at 7pm.

Present:	Claudia Harris (CH)	Parent Governor
	Matthew Keates (MK)	Parent Governor
	Angela Lavington (AL)	Foundation Governor
	Steve Leonard (SL)	LA Governor
	Marcus Luckett (ML)	Co-opted Governor
	Paula Phillips (PP)	Head Teacher
	Fiona Taylor (FT)	Staff Governor

In attendance: Lucy Dickinson (LD) Clerk

Item and description	Actions
61.17 - Welcome and apologies	
The meeting was opened at 7.00 pm by AL . The meeting was quorate (the 7 Governors in post were present throughout). John Hickey has stepped down as Parent Governor - Governors asked that their thanks be recorded for his work on behalf of the school.	
62.17 - Notification of any urgent business	
None	
63.17 - Declaration of interests	
None. The register included a reminder to Governors.	
64.17 - Approval of the minutes of the meetings held on 3 May and 5 May 2017	
The minutes, including the Part 2 confidential minutes which were tabled, were approved, signed by AL and given to PP for filing. LD to send an electronic copy of the ratified minutes for addition to the website.	LD-done

65.17 - Matters arising not elsewhere on the agenda	
None	
66.17 - Head Teacher's report and School Improvement partner report	
<p>The school had received the report from its external School Improvement partner who visited in April. The outcomes had been very positive, with the quality of teaching, learning and assessment judged as outstanding. There had been some discussion as to whether the school should opt to trigger an Ofsted inspection, but since the timing of this cannot be stipulated, it was agreed not to do so.</p> <p>The HT report had been circulated to Governors, and FT spoke through the main items and updates, and invited questions.</p> <p>1.1 Numbers on Roll: have remained steady (although some pupils have left and some joined) - current estimate is for 152 in September (the largest for some years), with only a small Year 6 group leaving (10), and a larger number coming into Reception (currently expecting 24). It was noted by Governors that this would be a positive position for the October census.</p> <p>1.2 Attendance: low for the Spring term, largely due to high levels of illness. FT expects Summer figures to be lower as well, as significant numbers of parents are taking children out of school for holidays. Governors noted that Oxfordshire does not fine parents, and FT thought that even if this was introduced, many may still think the fine was compensated for by lower prices.</p> <p>1.3 SEN: waiting for one EHCP - expected shortly.</p> <p>2 Pupil outcomes: not much to report for in-school data, as assessments for Years 1, 3, 4 and 5 are taking place this week, and the Year 2 writing assessments are still underway. The KS1 Maths results (Year 2) were particularly strong (100% meeting expected standard), with arithmetic being particularly secure and felt to be due to the impact of the daily Maths Meetings. Governors noted/asked:</p> <ul style="list-style-type: none"> • <i>Why were the Grammar results less good (29% working towards) - was this mostly down to spelling?</i> • <i>Yes - FT spoke about the new approaches to teaching spelling, with staff being encouraged to discuss and trial different ideas.</i> • <i>When will these initiatives be reviewed and an approach agreed?</i> • <i>Probably later this term - it may be that different strategies work</i> 	

<p><i>better for different age groups, but the school will also strive for a consistent method after looking what ideas are available, and sharing outcomes to refine for the future.</i></p> <ul style="list-style-type: none"> • <i>The phonics results were also very positive (expecting 100% of the Year 1 pupils to have passed - all achieved 35 out of 39, and last year's pass was 32). This outcome continues an upward trend following the introduction of Read Write Inc.</i> <p>2 Pupil Premium: Governors asked about the large decrease in the number of PP children in the Summer term figures. FT explained that the funding is based on the financial year, so that the income in earlier terms was based on pupil numbers from the previous year (i.e. included 8 pupils who have now moved up to Secondary School).</p> <p>3 The outcomes of the visit from the School Improvement Partner were discussed, and Governors asked about the staff's sense of how the Year 6 pupils had done in this year's SATs. FT reported that pupils seemed very positive, and CH agreed that they seemed confident and appeared to feel well supported. It was noted that such a small cohort would mean that lower results for one child could bring down the average significantly, and Governors wondered if this could trigger an Ofsted inspection. FT and PP thought not, and felt that the school was on track to achieve even better than last year (based on their internal assessment using last year's paper).</p> <p>3.2 Events: FT had updated the list with recent events, and Governors reflected on and celebrated the variety and quality of additional enrichment activities offered alongside the core curriculum.</p> <p>3.4 Special achievements: teachers from other local schools have visited to learn about SIAMs teaching and the Fresh Start program. Two schools have since received Outstanding for their SIAMs inspections, and the Witney Partnership has decided to use its funds to purchase Fresh Start for the entire partnership.</p> <p>3.5 Staff development: Governors asked about FT's training in her acting Head Teacher role - she is getting good support from PP, but has not yet started any external training.</p> <p>3.6 Staff changes - FT is now Acting Head for 2 days per week, with Melody Chadwick (MC) having been appointed as temporary deputy. Governors noted that all three internal candidates for this role were excellent and had interviewed well, and felt that this places the school in a very strong position. A new temporary teacher has</p>	
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<p>been appointed to start in September, with FT and MC to take over the Acting Head and Acting Deputy roles full-time until January 2018, when a new appointment round will take place.</p> <p>4.1 One bullying incident was reported - the policy was followed and there will be ongoing reviews.</p> <p>4.3 The success of the Enterprise week was noted - Governors asked if this would be repeated next year. FT felt that it might be better to do less frequently, so that it did not lose its impact, but would probably be on a rolling program.</p> <p>5 Leadership and Management: FT happy to continue to produce the HT report in its current format. Governors asked:</p> <ul style="list-style-type: none"> • <i>How the school is dealing with discussions regarding current events in the news (terrorism etc.)?</i> • <i>FT and PP explained that the focus tends to be on praying for peace, rather than detailed discussion of events. There is an RE unit for Year 6 which talks about different religions, including Islam, and what they actually say about jihad. If a child asks a direct question, staff will try to answer in an age-appropriate manner, but these topics are not introduced (the school recognises that some parents want to screen their children). CH mentioned the Prevent duty and the requirement for the school to look out for any issues.</i> • <i>Have there been changes to the Sex Education curriculum, and does the school plan to talk to parents about these (as has happened at another local school)?</i> • <i>There have not been any major changes, and the science program already covers much of this, with the school nurse coming in to talk to Year 6 pupils. A letter is sent to parents about these sessions, with the contact details of the school nurse in case of questions. CH noted that the relevant policy was recently reviewed.</i> 	
<p>67.17 - School Development Plan (SDP)</p>	
<p>PP said that staff should be sending their updates to Governors shortly - these could be discussed by phone/email, or in person. The aim is to bring the outcomes to the September FGB meeting. Staff are also working on next year's SDP. MK offered to take over JH's role as Maths Governor, and will need to contact Emma Gardner and check Governor Hub for the most recent updates to the Maths section of the SDP.</p>	<p>Govs, LD- agenda</p> <p>MK</p>

<p>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.</p>	
<p>72.17 - Governing Body: vacancies, succession plan, training needs, self-review of effectiveness</p>	
<p>There are vacancies for a Parent Governor (letter has been sent to parents), Foundation Governor and Co-opted Governor, and SL (LA Governor) would like to stand down next year. An advert is going into the local Voices newsletter for the Foundation and LA positions, and there is also the possibility of getting a community work applicant from the RAF.</p> <p>Staff Governor positions - FT will be moving to the Acting HT position in September. Staff have been asked to consider the staff governor role, and there has been one expression of interest. It was noted that the acting deputy could also attend as an associate (non-voting) member.</p> <p>Appointments to be made before the next FGB meeting, and FT to inform LD of outcomes so that introductory information can be sent, and OCC informed.</p> <p>OCC training dates for 2017-18 are not yet available - LD to forward when received: MK and ML to do Governor induction training.</p> <p>Governor self-evaluation of effectiveness. The GovernorHub questionnaire was discussed: CH to look at this and print out for discussion at next FGB. It was felt that it may be worth informative to wait until later in the year when new Governors are in post, and changes in SLT have embedded. Governors could decide to discuss and answer a few questions at each meeting.</p>	<p>FT, LD</p> <p>LD</p> <p>CH</p>
<p>73.17 - Committee membership and agree work for committees (Terms of Reference)</p>	
<p>The Terms of Reference (ToRs) for the Finance & Premises and Performance & Standards committees for 2017-18 had been circulated and were agreed by Governors and signed by AL and handed to PP for filing.</p> <p>All Governors to attend both committee meetings until further appointments have been made.</p>	
<p>74.17 - Polices: Inclusion and Safeguarding</p>	
<p>Safeguarding - policy updated: AL to review, print and sign.</p>	<p>AL</p>

Inclusion - policy updated and reviewed by CH and Alison Feast (AF): CH has signed and filed.	
75.17 - Distinctiveness as a Church of England school	
Nothing further to report - the role of the school in hosting visits from other local schools prior to their successful SIAMs inspections was noted.	
76.17 - Dates for 2017-18 meetings	
First FGB meeting to take place on Monday 25 September from 7 pm. HC to send proposed dates for the rest of the year based on the school financial and monitoring schedule.	HC

The meeting closed at 8.05 p.m.

Documents for the meeting	Sent by	Email date
Agenda	LD	11 June 2017
Attendance sheet	LD	tabled
Minutes of FGB 3 May 2017	LD	15 May 2017
Part 2 (confidential minutes) of FGBs on 3 and 5 May 2017	LD	tabled
Head teacher's report	LD	16 June 2017
Revised budget and financial forecast	LD	15 June 2017

Items for next agenda: Register of Interests- including publication on website, publish list of governing body members, associate members and responsibilities on school website, publish governors' attendance for 2016-17 (including those who have left in the past 12 months), agree schedule for update of statutory policies, Standing Orders - review and agree, note Governors' Code of Conduct, set Governing Body objectives linked to SDP and review outcomes for 2016-17, Schedule of Work, Head teacher's report, Pupil Premium report 2016-17, SEND report, Head Teacher Appraisal panel, dates, Head teacher's report, receive annual Safeguarding Report, monitor current budget performance, Equality plan update.