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Minutes of the Meeting of the full Governing Body held at the School on Monday 19th September 2016 at 7pm.

Present:	Claudia Harris (CH) John Hickey (JH) Matthew Keates (MK) Angela Lavington (AL) Marcus Luckett (ML) Paula Phillips (PP) Fiona Taylor (FT)	Parent Governor Parent Governor Parent Governor Foundation 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 Steve Leonard (SL - LA Governor). Emma Juniper has stepped down as Foundation Governor: LD has informed the Diocese and Governor Services. The ex-officio Foundation Governor position, along with two Co-opted positions are still vacant - the other Governors are exploring a variety of possibilities for filling these.	
02.16 - Notification of any urgent business	
None	
03.16 - Declaration of interests including update to the register	
None. The new annual register was signed (except by SL) and passed to PP for filing. LD to complete consolidated version for publication online. Governors also completed the table of information required for adding Governance details to Edubase: LD to forward to PP for uploading by school office.	SL, PP LD LD

04.16 - Approval of the minutes of the meeting held on 20 June 2016	
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	
AL noted that there were still some Governor feedback sections of the 2015-16 SDP to be completed on GovernorHub - Governors to upload these or send to LD .	Govs
06.16 - SATs results and school position statement	
<p>These had been circulated and posted on GovernorHub. PP reminded Governors that the results were still unconfirmed and confidential. Governors noted that the EYFS and phonics screening outcomes were all above the national average, but that there were some amber flags in the KS1 to KS2 progress and KS2 thresholds. The SPAG outcomes at KS2 were well above the national average (86% compared with 72%), but the combined standards in reading, writing and maths were below the national average (41% compared with 53%).</p> <p>There were detailed questions/discussions regarding:</p> <ul style="list-style-type: none"> • Reading: the threshold was above the national average (68% compared to 66%), but less so than in previous years, and progress was below national average. • The Maths threshold was just below the national average (68% compared with 70%) • The Writing threshold was also at 68% compared with 74% nationally) • The school was not below the floor standard, and seemed to have similar outcomes to other local schools. PP explained that the local schools planned to share experiences and best practise once the data was confirmed (for example teachers would visit Aston to learn about their successful approaches to SPAG teaching). • It was noted that this Year 6 cohort had been flagged up during 2015-16 as requiring additional support (and having had significant turnover in teaching staff during their earlier schooling), and PP reminded Governors that interventions had been put in place as recorded at the meetings last year. • PP also noted that the current Year 6 is a very small cohort (9 pupils, with 2 having SENs), so that further work and interventions are already underway for this year. • The more detailed report suggested that the lower-attaining and higher-attaining pupils had done well, suggesting that there should be a focus on middle-achievers. • Governors asked if the levels required were expected to be similar 	

<p>in 2017 - PP and FT confirmed that this was the case, but that there should be fewer late changes to the curriculum, and that staff and pupils would be more familiar with the material and levels (and have more samples to use).</p> <ul style="list-style-type: none"> • AL stressed that the entire Governing Body needs to understand and be familiar with the measures put in place (additional TA support, including 1-to-1 support, after-school booster clubs and new resources). This will be addressed through Governor visits and discussions with staff (see item 09.16) • PP expressed her concerns regarding the effects that these outcomes have had on those pupils who did not meet the required standard. It was observed that while the feedback from the local secondary schools regarding pupils from Aston continued to be positive, the Governors and staff are committed to improving the progress and outcomes for all pupils, whilst maintaining a focus on the children's mental well-being. 	
<p>07.16 - Monitor impact of new curriculum</p>	
<p>PP reported that staff are generally positive regarding the new curriculum - standards have been raised, and the children are rising to the challenge. She will continue to share information on the new areas being covered. It was noted that last year there had been mostly single age classes, which made aiming the topics appropriately more straight-forward. From this year onwards, there will be a four year rolling program for the mixed groups in the upper school. PP felt that the employment of a higher level teaching assistant (HLTA) with a scientific background was having positive results for science lessons.</p>	
<p>08.16 - Head teacher's report including Health & Safety and Distinctiveness as a Church of England School</p>	
<p>1.1: Governors noted that the total on roll had increased to 138 - PP explained that in addition to a higher than expected reception entry number (24 not 18), 6 new children have also joined across the higher years. It was noted that the school would still struggle during this financial year (due to the small Year 6 cohort), but that the situation would improve next year. An open day is planned for 4 October to attract more pupils.</p> <p>2.2: Outcomes for % pupils achieving at least 85% of end of year (EOY) objectives had been included. The concerns regarding the Year 5 (current Year 6) had already been discussed in 07.16, but Governors also asked about the low result for maths at the end of Year 4. PP noted that some pupils had joined from other schools with a lower level of attainment, and needed to catch up. These are being monitored and interventions are already in place. Assessments will take place every half-term and be</p>	

<p>reported to Governors at FGB/P&S meetings. 3.7: New staff have settled in well. The new sports co-ordinator is encouraging pupils to try activities which they have not done before.</p>	
<p>09.16 - School development plan (SDP); set priorities and Governor responsibilities</p>	
<p>PP thanked those Governors who had attended the staff planning meeting. This year's SDP would aim to be more focussed, with five areas identified as priorities based on the outcomes from last year:</p> <ol style="list-style-type: none"> 1. Quality of teaching and learning. Governor lead: AL 2. Reading - raising standard by promoting deeper thinking and greater comprehension. This should also help in other areas of the curriculum. Governor lead: ML 3. Maths - especially problem solving (the outcomes last year suggested that pupils were strong in mental maths). Governor lead: JH 4. Behaviour for learning - growth mind-set. This is intended to increase pupils' independence and confidence in tackling the new curriculum. Governor lead: CH 5. Premises development - Harriett Cornell (HC) to take the staff lead on this. Governors noted the successful grant applications last year, and the creation of the new staff room, kitchen etc. These developments would be followed up by further work to enhance and expand teaching areas leaving a significant legacy to the school for the coming years. Governor lead: MK <p>In addition to these priority areas, Governors will continue to monitor ongoing areas (where no specific action plan is in place):</p> <ul style="list-style-type: none"> • Special educational needs (SEN): CH • Early Years Foundation Stage (EYFS): CH • Curriculum: tbc • English (aside from reading): JH • Church of England distinctiveness: AL • Safeguarding: AL • Health and Safety: MK (goes with premises - CH to assist at first H&S walk) <p>PP suggested that the priority areas should continue to be updated on GovernorHub, while the other areas could be reported on following visits, discussions with staff/presentations to FGB or book scrutinies, using a new diary system.</p> <p>PP also wondered whether Governors could try to come in for a morning each term and write up notes from visits considering their particular focus areas. Dates were set up for Friday 11 November, and Friday 27 January. PP to fill in names on SDP and forms and send to LD to upload and circulate.</p>	<p>Govs PP, LD</p>

10.16 - External professional support (challenge and validation) and HT appraisal panel arrangements	
The external advisor used in previous years had retired: new options are being investigated. AL/PP to inform LD when this can be included in a future agenda.	AL/PP, LD
11.16 - Pupil Premium statement	
The 2016-17 statement had been circulated to <i>Governors</i> for their information and for approval to be published on the school website. The report included the number of pupils eligible in 2015-16 (10) and total received (£10,720) as well as the principles agreed by <i>Governors</i> for allocation of the funding. <i>Governors</i> were satisfied that the funding had been appropriately targeted and that outcomes were largely in line with the cohort (and individual issues were being addressed). They also noted that there was an ongoing plan in place for 2016-17. The report was approved and will be put on the school website.	PP
12.16 - Standing orders 2016-17	
The Standing Orders for 2016-17 were agreed (subject to two minor additions regarding remote participation in meetings and <i>Governor</i> allowances policy - neither of which are permitted/in place), signed by AL on behalf of the <i>Governing Body</i> and passed to PP for filing. LD to update on <i>GovernorHub</i> .	PP, LD
13.16 - Schedule of work (SoW) 2016-17	
This had been updated using the recent <i>OCC</i> version, and was agreed. LD to put up on <i>GovernorHub</i> .	LD
14.16 - Committee terms of reference (ToRs)	
AL suggested that while the <i>Governing Body</i> was still three members below capacity, all <i>Governors</i> should serve on both committees, both to ensure a quorum and to decrease the time spent reporting on committee meeting discussions. This was agreed - LD to update the <i>ToRs</i> accordingly for approval at the next meetings.	LD
15.16 - Policy review schedule	
PP had annotated a list of all the existing policies differentiating those which <i>Governors</i> need to be involved with (11: in pink) and those concerning staff only (yellow). If these 11 policies are still relevant, they may need updating. AL and PP to look into this, and PP to send a list of which policies need to come to which meetings to LD for inclusion on the <i>SoW</i> and agendas. The new <i>OCC</i> Safeguarding Policy had been circulated to <i>Governors</i> , and was approved by <i>Governors</i> and signed by AL .	AL, PP LD
16.16 - Pay Policy and pay statement for Head teacher and staff	
These had also been circulated - the Pay Policy is also an <i>OCC</i> model with union approval. Approved by <i>Governors</i> and signed by AL . <i>Governors</i> asked:	

<ul style="list-style-type: none"> • Whether the pay increases had been included in the budget - PP confirmed this. • Who validated the approval of staff pay increases - PP explained that this was a rigorous process using the OCC model, and was verified by PP, FT and Alison Feast (AF). 	
17.16 - Dates of meetings for 2016-17	
Monday 14 November 6pm: committees (Finance then Standards)	
Monday 6 February 7pm: FGB	
Monday 13 March 6pm: committees (Standards then Finance)	
Monday 24 April 6pm: committees and short FGB (Finance, FGB budget approval then Standards)	
Monday 19 June 7pm: FGB	

The meeting closed at 8.20 p.m.

Documents for the meeting	Sent by	Email date
Agenda	LD	15 September 2016
Attendance sheet	LD	tabled
Register of interests' form	LD	15 September 2016
Minutes of FGB 20 June 2016	LD	4 July 2016
School position statement and early autumn data pack	LD	15 September 2016
Headteacher's report	LD	15 September 2016
Development priorities	LD	15 September 2016
Pupil Premium report	LD	15 September 2016
Standing orders	LD	15 September 2016
Schedule of work	LD	15 September 2016
Safeguarding policy	LD	15 September 2016
Pay policy	LD	15 September 2016
Pay statement	LD	15 September 2016

Items for committee meetings:

Elect committee chairs and approve terms of reference (if required) - may have agreed that all Governors should be on both committees for now, but might be advisable to have the ToRs in place in case this changes. Confirm whistle-blowing procedures are in place (and appoint a whistle-blowing Governor). Distinctiveness as a C of E school, Governor training (check whether all Governors need safeguarding training as volunteers)

P&S: decide how to obtain external professional support /challenge and validation for school, review rolling programme for review of self -evaluation, review pupil progress and attainment.

F&P: budget monitoring including re-forecasting due to SDP priorities, compare actual and estimate pupil numbers- consider budget implications, safeguarding audit report.