



**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 Monday 20<sup>th</sup> June 2016 at 7pm.**

<b>Present:</b>	Claudia Harris ( <b>CH</b> ) Emma Juniper ( <b>EJ</b> ) Matthew Keates ( <b>MK</b> ) Angela Lavington ( <b>AL</b> ) Steve Leonard ( <b>SL</b> ) Marcus Luckett ( <b>ML</b> ) Paula Phillips ( <b>PP</b> ) Fiona Taylor ( <b>FT</b> )	Parent Governor Foundation 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
<b>27.16 - Welcome and apologies</b>	
The meeting was quorate and was opened at 7.00 pm by <b>AL</b> . Apologies were received and accepted from John Hickey ( <b>JH</b> : Parent Governor).	
<b>28.16 - Notification of any urgent business</b>	
Governors noted that Rick Johnson ( <b>RJ</b> ) had stepped down as Co-opted Governor, and recorded their thanks to him for his work on the Governing Body. <b>EJ</b> had been formally approved as Foundation Governor on 9 June 2016 (4-year term).	
<b>29.16 - Declaration of interests including update to the register</b>	
There were no declarations of interest.	
<b>30.16 - Approval of the minutes of the meetings held on 8 February 2016, 16 March 2016 and 25 April 2016</b>	
The minutes were approved, signed by <b>AL</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>31.16 - Matters arising not elsewhere on the agenda</b>	
None	
<b>32.16 - Election of Chair and Vice-Chair for 2016-17</b>	
<p><b>LD</b> took the Chair for this item. <b>AL</b> informed the meeting that she was willing to re-stand as Chair. There being no other candidates, <b>AL</b> was elected as Chair. <b>AL</b> wanted to ensure that there was a succession plan in place- the current Vice Chair (<b>SL</b>, confirmed that he was not interested in becoming Chair in the future). <b>CH</b> informed the meeting that she was willing to stand as Vice-Chair. There being no other candidates, <b>CH</b> was elected as Vice-Chair.</p>	
<b>33.16 - Agree committee membership and work for committees</b>	
<p>A non-parent Foundation Governor candidate may be willing to join from September, so that <b>AL</b> could move to one of the Co-opted Governor vacancies. This would leave one Co-opted Governor vacancy- <b>MK</b> may know a possible candidate for this position (also not a parent). It was agreed that the committee membership would continue as follows until any new members are appointed:                  Performance and Standards: <b>AL, CH, EJ, PP, FT</b>                  Finance: <b>SL, MK, JH, PP, AL</b> (and to be attended by the school business manager, <b>HC</b>)</p> <p>There was also a need for a Safeguarding Governor and a Whistle-blowing Governor following <b>RJ</b>'s resignation. <b>AL</b> agreed to be Safeguarding Governor for now (this can be reconsidered in September) and <b>ML</b> to be Whistle-blowing Governor.</p> <p>The Schedule of Work and committee Terms of Reference are to be revised once an updated schedule is available from <b>OCC</b> and to be included on the agenda for the September meeting.</p>	<b>LD</b>
<b>34.16 - Buildings and premises update</b>	
<p>Governors viewed the new dining storage area next to the kitchen, which was nearly complete, and the revamped outside play area which would be finished in 10 days. <b>PP</b> reported that the staff room project would take place over the summer holidays using a local contractor. Governors asked for updates on the school meals provision- <b>PP</b> confirmed that the new provider (School Lunch Company) would start in September.</p> <p>The old School House redevelopment would be the next focus area- the bid, to Awards for All, can be submitted in 6-12 months' time. An application for an MOD Covenant grant to install a canopy over the new play area is also being prepared.</p>	
<b>35.16 - Head teacher's report including Health &amp; Safety and Distinctiveness as a Church of England School</b>	
<p>This had been circulated to Governors, and <b>PP</b> invited questions:</p> <ul style="list-style-type: none"> <li>• What was the staff's current main area for concern?</li> </ul>	

<ul style="list-style-type: none"> <li>• The recent changes in curriculum and assessment standards remains the biggest issue. The benchmarking level for the SATs will be known in 2 weeks' time and end of year data will come to the FGB in September.</li> <li>• How do the admissions numbers for September look now?</li> <li>• <b>PP</b> reported that there were 22 (possibly 23) confirmed to start in the EYFS, and a number of in-year pupils moving to the school from elsewhere.</li> <li>• The red items on the list of INSET days and events were those which had not yet taken place.</li> <li>• Governors asked for more details on the alleged bullying and parental incident mentioned in items 4.3 and 5.3. <b>PP</b> explained that this had included some Facebook posts, along with an incident on school grounds. <b>AL</b> informed Governors that this had been dealt with very professionally by staff who had followed the published procedure. The parents involved had also written to <b>AL</b> as Chair: she had replied to explain the outcome and stand by the school's response. The situation would be monitored closely and may require further Governor involvement (such as mediation) if there is a reoccurrence, but Governors agreed to give some time to see if the issue has now been resolved.</li> <li>• It was noted that all Governors now require DBS checks- <b>PP</b> to ensure that Lesley Brookes (<b>LB</b>: school secretary) contacts Governors with the link and requirements.</li> </ul>	<p><b>PP/LB</b></p>
<p><b>36.16 - Receive annual Safeguarding Report and report for Looked After Children</b></p>	
<p>This had been circulated to Governors- the Governor section will be discussed by <b>AL</b> and <b>PP</b> prior to submission in October. <b>PP</b> also reported that Barry Armstrong from OCC would be coming in to carry out a safeguarding audit. There are no Looked After Children at the school so no report necessary.</p> <p>Other items to follow up from Safeguarding Report:</p> <ul style="list-style-type: none"> <li>• Safer Recruitment training- there is a need for some Governors to do this, as only <b>PP</b> is currently trained. <b>FT</b> and <b>AL</b> will do the training, but <b>CH</b> also reported that she had done this online (and is willing to repeat if necessary)- certificate to be sent to <b>PP</b> for Governor file.</li> <li>• Prevent training- <b>PP</b> and <b>FT</b> to do this in the autumn term.</li> </ul>	<p><b>AL, PP</b></p> <p><b>CH</b></p> <p><b>PP, FT</b></p>
<p><b>37.16 - SDP and SEF including Governor inputs</b></p>	
<p><b>EYFS:</b> <b>CH</b> had met Katie O'Hara and has completed updates to be added to Governor Hub (to be emailed to <b>LD</b>). External moderation of the EYFS stage has also taken place with a successful outcome.</p> <p><b>Behaviour:</b> <b>PP</b> has sent information to <b>CH</b> and they will carry out a learning</p>	<p><b>CH</b></p> <p><b>CH, PP</b></p>

<p>walk to focus on this area- ongoing.</p> <p><b>Quality of Teaching:</b> AL has discussed this with PP and noted that the school is using the 'Making Every Lesson Count' techniques. The school has also been recognised as outstanding for the Read Write Inc. program, and has become a 'Glow' school for Maths. Ongoing.</p> <p><b>Distinctiveness as a Church of England school:</b> EJ reported that she had attended a Prayer event for Reedy Class and felt that it helped the children to be more reflective and thoughtful. EJ or AL to complete Governor feedback section for Summer 2016.</p> <p><b>English and Reading:</b> ML to fill out Governor input sections for Summer 2016</p> <p><b>Mathematics:</b> LD to check with JH to ensure that most recent version is on Governor Hub.</p> <p>PP reminded Governors that all Governor feedback needs to be uploaded onto Governor Hub before the planning meeting on 11 July. Governors with problems uploading their sections on Governor Hub can email them to LD.</p>	<p>AL</p> <p>EJ, AL</p> <p>ML</p> <p>LD, JH</p> <p>LD</p>
<p>38.16 - Academy discussion</p>	
<p>Governors had attended meetings and presentations by both the River Learning Trust (RLT) and the Oxford Diocese Schools Trust (ODST). There was some concern about the Multi-Academy trust model in which a group of Primary Schools were managed by a Secondary School as it was felt that this might lead to a loss of autonomy and funding for the Primary Schools. Most Governors preferred the ODST approach and quoted people as describing it as being like the best of the LEA, but there was concern about possible limits on the number of schools they could take on. Aston had formally expressed an interest to ODST and this has been acknowledged- PP now needs to send them further information (including FGB minutes and some other documentation) so that they can carry out an appraisal of the school's suitability to join the Trust.</p> <p>Governors noted that there was now less external pressure to become an Academy, and wondered if there was any obvious financial advantage- PP explained that for some services (such as Health &amp; Safety) an Academy chain could negotiate a cheaper buy back rate. Governors agreed to keep this as a standing item for future agenda and get more information on timelines etc. for discussion in September. It was also noted that in addition to agreement by the Governors, a consultation with other stakeholders would be required.</p>	<p>PP</p>
<p>39.16 - Policies updates - PHSE feedback from Governors; admissions arrangements</p>	
<p>CH checked the PHSE policy and was happy with this- approval by FGB not required.</p> <p>The admissions arrangements had been circulated- it was noted that the LA had increased the admissions number from 22 to 25 (although this</p>	

made no practical difference, as even with the lower limit, the school could be compelled to accept more pupils). <b>AL</b> signed the policy on behalf of the Governors.	
<b>40.16 - Governor training</b>	
There are no further training dates for this academic year- <b>LD</b> to send round dates when the list has been updated by Governor Services. <b>EJ, MK</b> and <b>ML</b> need to attend Governor Induction. <b>EL</b> asked for advice on responding to parental queries about splitting classes- <b>PP</b> and <b>AL</b> explained that this was an operational decision which was always very carefully considered. The school website publishes a set of guidelines which were agreed by Governors: <a href="http://www.aston-and-cote.oxon.sch.uk/our-school/4141-principles-and-aims-for-splitting-year-groups.html">http://www.aston-and-cote.oxon.sch.uk/our-school/4141-principles-and-aims-for-splitting-year-groups.html</a> and any further questions from parents should be directed to <b>PP</b> .	
<b>41.16 - Dates of meetings for 2016-17</b>	
Monday 19 September 7pm: FGB 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 8.15 p.m. Governors were reminded that the planning meeting for 2016-17 (including both staff and Governors) will take place on 11 July at 6pm- Governors who are unable to attend are encouraged to send any thoughts/suggestions by email.

<b>Documents for the meeting</b>	<b>Sent by</b>	<b>Email date</b>
Agenda	<b>LD</b>	13 June 2016
Attendance sheet	<b>LD</b>	tabled
Minutes of FGB 8 February 2016	<b>LD</b>	February 2016
Minutes of FGB 15 March 2016	<b>LD</b>	22 March 2016
Minutes of FGB 25 April 2016	<b>LD</b>	13 June 2016
Headteacher's report	<b>LD</b>	13 June 2016
Safeguarding Report	<b>LD</b>	13 June 2016
Admissions arrangements	<b>LD</b>	13 June 2016

**Items for next FGB meeting:** Register of interest (including publication on website) and DBS checks, SATs results, monitor impact of new curriculum, set priorities for 2016-17 and any Governor responsibility for areas of SDP, Standing Orders, Schedule of Work, Committee Terms of Reference, HT appraisal panel (incl. dates), stakeholder feedback, Governor training.