



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 21st September 2015 at 7pm.

Present:

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| Claudia Harris (CH) | Parent Governor |
| John Hickey (JH) | Parent Governor |
| Rick Johnson (RJ) (arrived 7.15pm) | Co-opted Governor |
| Angela Lavington (AL) Chair | Foundation Governor |
| Steve Leonard (SL) | LA Governor |
| Paula Phillips (PP) | Headteacher |
| Fiona Taylor (FT) (arrived 7.20pm) | Staff Governor |

In attendance: Gavin Woan (**GW**) possible Foundation Governor, attending by invitation
 Lucy Dickinson (**LD**) Clerk

| Item and description | Actions |
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| 75.15 - Welcome and apologies | |
| There were no apologies (FT had explained that she would be late arriving). The meeting was quorate and was opened at 7.00 pm by AL , who welcomed everyone to the meeting and introduced GW . | |
| 76.15 - Notification of any urgent business | |
| PP reminded Governors that the SIAMs inspection will take place on Thursday 24 September, and asked whether any Governors could attend. AL will be there as Foundation Governor, CH and SL will try to come. Other Governors were encouraged to write to the inspector with their comments, and it was agreed to discuss the inspection in item 79.15. | |
| 77.15 - Declaration of interests including update to the register | |
| There were no declarations of interest. The attendance register was signed and passed to LD for filing. Declaration of pecuniary interests forms were signed by all Governors and passed to PP for filing in the school office, LD also took copies for amalgamation for the electronic version to be sent for publication on the school website. | LD PP LD |

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| 78.15 - Approval of the minutes of the meeting held on 6 July 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 |
| 79.15 - Matters arising not elsewhere on the agenda | |
| <p>The Sports Funding report is complete, but will included on the agenda for the committee meetings in November due to the large number of items in the agenda for this FGB meeting.</p> <p>Governor recruitment was discussed- the Parent Governor vacancy will be announced in the next newsletter (on Friday 25 September), and separate letters will also go to all parents. LD reminded Governors that they were now permitted to brief possible candidates on desirable skills based on the skills audit. Governors discussed this and agreed that expertise in either of two areas would be helpful: business/financial experience and an educational background (since two of the recent non-staff Governors who have stepped down were teachers). PP and AL to draft a letter for the parent position, and to look for possible co-opted Governors based on the outcome of the parent election.</p> <p>SIAMS inspection: PP again circulated the various workbooks being used to evidence the work on RE, the collective worship program and community activities. She also went through the self evaluation form (SEF) provided for the inspection which has been completed by PP and FT following feedback from Governors, staff, parents and pupils. Particular attention has been paid to addressing the action points identified in the last inspection:</p> <ul style="list-style-type: none"> • Foundation Governors should ensure that the Christian values of the school are embedded in the curriculum and celebrated in the school building, through newsletters etc. The importance of the values evening was mentioned and Governors were able to name the five chosen values and give examples of pupils displaying these. • Foundation Governors to ensure systematic monitoring and evaluation. The difficulties due to high turn-over of Foundation Governors were noted, but it was felt that the importance of the school's Christian distinctiveness (through inclusion as a standing item at FGB meetings, as a core element in the SDP and through Governor visits) had been carefully addressed. <p>(7.15 RJ arrived)</p> <p>Governors asked about:</p> <ul style="list-style-type: none"> • The reporting and monitoring to Governors of relevant community links and activities: PP drew Governors' attention to section 4.3 of the Headteacher's report and confirmed that this would be included in all future reports (along with the section on distinctiveness as a | LD PP PP/AL |

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| <p>were different, but would be carried out by those already in post. Governors agreed to the restructure in principle: PP to carry out re-costing and bring to the F&P committee meeting in November.</p> | <p>PP</p> |
| <p>83.15 - SATs results</p> | |
| <p>A summary sheet (requiring two corrections- amended version attached) and a longer report (including comparative graphs showing the results for Aston alongside those for schools of similar size and catchment) had been pre-circulated. These showed an improving picture with very positive results overall, with 100% of pupils making level 4 or better in reading, writing and maths for KS2, and 100% of pupils achieving level 2 or better in the core subjects at KS1. EYFS results had also improved by 15% since 2014, with 75% of pupils showing a good level of development. Governors noted in particular the impact of additional maths interventions on the maths progress, with 61% now making 3 levels of progress between KS1 and KS2. Governors recorded their thanks to staff for their hard work in achieving such good results. PP to bring further data, including RaiseOnline report to the P&S meeting in November.</p> | <p>PP</p> |
| <p>84.15 - Headteacher's report and School Development Plan (SDP)</p> | |
| <p>This had been circulated. PP brought Governors' attention to the drop in pupil numbers- only 15 had joined the Foundation Stage, and there was now a falling roll (down from 141 to 135). This was a financial concern, and was compounded by the drop in Pupil Premium (PP) numbers from 10 to 7 pupils. Governors asked about the difficulty in getting parents to inform the school of their eligibility for PP funding now that all infant children receive free school meals. PP confirmed that this was still a problem. Harriet Cornell (HCo) has sent out a letter to parents, but PP will also put this as an item in an upcoming school newsletter, emphasising the benefits to the school and pupils of this funding. Governors asked about:</p> <ul style="list-style-type: none"> • The low results for pupil outcome data in spelling, grammar and punctuation (SPAG) for the Year 3 cohort (61% met at least 85% of their end of year- EOY- objectives, compared with 78% for the same cohort in both reading and writing). • PP and FT felt that this was largely a result of the new curriculum which had a longer list of required spelling words, and the fact that the Year 3 children were being tested on the list for the end of Year 4. This would be monitored, but specific interventions were not yet deemed necessary. • The Year 5 maths result (52% of pupils achieved at least 85% of EOY objectives- compared with 78% in reading, 73% in writing and 83% in SPAG). | <p>PP</p> |

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| <ul style="list-style-type: none"> This cohort is now in year 6, and have had only one year to adjust to the new curriculum which was recognised as being much more challenging. The maths intervention program discussed in item 83.15, which appeared to have improved outcomes for the previous Year 6 cohort, is still in place and progress would be carefully monitored. <p>SDP: The report included the new list of targets developed from parent/governor/teacher consultations. These were compared with the list from last year, and Governor responsibilities assigned as follows:</p> <ol style="list-style-type: none"> English and SPAG: RJ Maths: JH Quality of teaching: AL/RJ EYFS: CH Sports: JH PSCHE, values, behaviour: CH Distinctiveness as a Church of England School: AL plus new Foundation Governor when appointed Governor and staff team development: AL Parent communication: SL Curriculum review: SL <p>AL reminded Governors that last year's SDP must be completed and signed off- there were still some areas requiring final Governor comments. PP to check that final version is on GovernorHub and AL/PP to email Governors to remind those who need to put in final comments.</p> <p>Bullying report (4.2) Governors asked about the outcome of the incident referred to in the report. PP confirmed that an incident had taken place, and that the parents of all those concerned had been informed. A reparation meeting had been carried out, with the victim being supported to confront the bullies. Parents had been supportive, and appropriate punishments had also been carried out. Reporting systems had already been in place, but these had been strengthened and re-promoted to all pupils, and an upcoming theatre production had been arranged to tackle the issue of bullying. Governors thanked staff for their appropriate handling of this situation.</p> <p>Pupil Premium report 2014-15: the amount of funding for 2015-16 is not yet known, but Governors were happy with the report and approved it (subject to some minor editorial changes) for publication on the school website.</p> | <p>PP AL/PP</p> |
| <p>85.15 - Sex education policy</p> | |
| <p>This had been circulated, and was agreed by Governors, subject to addition of a renewal date on the front cover (3 years). AL to sign on behalf of the Governors.</p> | <p>AL</p> |

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| 86.15 - External professional validation | |
| <p>Last year a school improvement appraisal partner had been brought in to help with the Headteacher appraisal process- this was considered helpful and will be done again this year. In addition, the local school partnership is setting up a triad system to match staff from three local schools to support each other by carrying out monitoring and feedback locally. PP to report back on the outcomes of this process.</p> | PP |
| 87.15 - Home-school agreement and photographs policy | |
| <p>The home-school agreement was usually sent out at the start of the year with the welcome packs, but this had not been done this year, as PP felt it needed revising. A new version had been circulated to <i>Governors</i>, and PP invited feedback and suggestions. <i>Governors</i> felt that:</p> <ul style="list-style-type: none"> • The school's core Christian values should be referred to in the parental section. • Parents should be requested to inform the school of their child's absence by a specific time (9am) if possible. • The guidelines for behaviour should be included on the reverse of the sheet, or a link included to the website so that parents know what they are signing up to. <p><i>Governors</i> approved the updated version subject to these changes- PP to redraft and send out to parents.</p> <p>Photograph policy: the issue of giving more specific guidance regarding the use of photographs of school events on social media was discussed at length. The possibility of asking parents to sign a disclaimer to say that they would not post images on publically accessible sites was raised, but ultimately this was felt to be unenforceable.</p> <p><i>Governors</i> noted that although mobile phones were not permitted in school, they had sometimes been brought in, and that this may occasionally be necessary under exceptional circumstances (but should then be given to PP for safekeeping).</p> <p>PP agreed to look at both these areas and redraft, then circulate to <i>Governors</i> for their approval and sign off at the appropriate committee meeting in November.</p> <p><i>Governors</i> asked why some policies did not have review dates on the covers, and why the formatting was different. AL explained that there was a spreadsheet with renewal dates, and that these were being added to the covers as the policies were updated, but there were too many to do all at one time.</p> | PP |
| 88.15 - Pay policy approval and pay statement for Headteacher and staff | |
| <p>The standard <i>OCC</i> pay policy had been circulated- this has been approved by the unions, <i>OCC</i> legal team etc. <i>Governors</i> agreed to adopt the policy and AL signed on behalf of the <i>Governors</i>. PP to file.</p> | PP |

