



Aston and Cote C.E. Primary School
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 Headteacher: Mrs Fiona Taylor



Minutes of the Meeting of the full Governing Body held at the School on Monday 25th September 2017 at 7pm.

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|-----------------------|---------------------------------|-------------------------|
| Present: | Joe Cox (JC) | Parent Governor |
| | Emma Gardner (EG) | Staff Governor |
| | 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 |
| | (left 9.10 pm) | |
| Fiona Taylor (FT) | Head Teacher | |
| (left 9.10 pm) | | |
| In attendance: | Melody Chadwick (MC) | Associate Staff |
| | Harriet Cornell (HC) | School Business Manager |
| | (arrived 7.10 pm, left 8.40 pm) | |
| Lucy Dickinson (LD) | Clerk | |

Item and description	Actions
1.17 - Welcome and apologies	
The meeting was opened at 7.05 pm by AL. The meeting was quorate.	
2.17 - Notification of any urgent business	
AL had requested a confidential item (FT and ML to leave for this item) - discussed at item 20.	
3.17 - Declaration of interests	
ML declared an interest as noted above. The register included a reminder to Governors, and annual declarations were completed by all Governors. LD	LD -

to complete amalgamated register for publication online	done
4.17 - Approval of the minutes of the meeting held on 19 June 2017	
The minutes were approved, signed by AL and given to FT for filing. LD to send an electronic copy of the ratified minutes for addition to the website.	LD - done
5.17 - Matters arising not elsewhere on the agenda	
None	
6.17 - Head Teacher's report	
<p>The report had been circulated to Governors: FT went through the main items and invited questions. She also tabled the results of the Year 1 phonics screening and Years 2 and 6 SATs.</p> <p>Attendance: this had increased to 97.09 from 94.67 the previous term. Governors discussed the variety of methods used to monitor children of concern and interventions in place.</p> <p>Pupil outcomes</p> <ul style="list-style-type: none"> <i>Was there a reason for the lower percentages reaching expected standards in Year 3, and how is this being addressed?</i> <i>This is a relatively small cohort, with a significant level of children with SEN (one has now left). Interventions are already in place, and were discussed at a recent staff meeting - the challenges in ensuring that TA resourcing was allocated to maximise impact were noted, and this situation will be closely monitored.</i> <p>(7. 10 pm HC arrived)</p> <ul style="list-style-type: none"> <i>The Year 2 and 6 data was discussed, with the relatively lower results for Year 2 SPAG and Year 6 Reading being challenged.</i> <i>Grammar meetings are now taking place regularly across the school. FT felt that the Year 6 pupils had struggled with the time allowed for the reading comprehension paper. This was another small cohort (10 pupils), with one child with moderate learning difficulties and another with dyslexia. The results were higher than last year (70% getting ARE in Reading, Writing and Maths, compared with 41% the previous year), and above the national floor standard.</i> <i>Was the use of staggered starting times for Reception children successful, and had there been any feedback from parents?</i> <i>The intake had only been staggered over 2 days (mornings and afternoons), and parents had not found this too difficult to manage. Governors who had visited the school agreed that Reception</i> 	

FT,
LD-
agenda

children seemed to have settled well.

- *How is the PP funding being used and is this effective?*
- *A report is being prepared and will come to a future meeting - in general the approach is similar to previous years. Staff felt that the staffing available to allow teaching of single year groups in the mornings was advantageous to this group (and to all pupils), and caused less disruption in moving pupils around for different lessons.*

Quality of Teaching and Learning

- *Governor asked about the classroom space available for the separate year group sessions taught in the morning - is this adequate, and could the main Hall be used if required?*
- *The room being used is smaller than a regular classroom, but has been set up as well as possible. The Hall could be used if space becomes an issue, but this would not allow displays etc. and could result in disturbance to the class. Overall Governors and Staff felt that the advantages of the single year group sessions outweighed this concern.*

Special events

- *What are the criteria/ways for organising sporting and other events?*
- *The Staff and House Captains can make suggestions. The school is also part of the Witney Partnership (local school cluster) which organises fixtures. The school also takes part in village events and organises activities connected with class topics.*

The confirmation of the Gold Sports Mark had been received, and Governors noted and appreciated the planning required to achieve this.

Staff Development

Three staff members are now trained and qualified in Safeguarding, ensuring that the school can be covered during staff absence.

Behaviour

The two incidents of physical abuse of staff were discussed and this situation will be carefully monitored.

Building and premises

The aim is to begin the work on the Windmill outdoor area (funded by a Lottery Grant) during October half-term, although it was acknowledged that this is a tight target. To be followed up.

7.17 - SEND (Special Education Needs and Disabilities) report	
<p>The report written by Alison Feast (AF) had been circulated to Governors. AF has now completed her training (post graduate certificate in SEN). Governors discussed the progress of pupils with SEN (currently 16 across the school): all pupils have made expected or good progress. The report included details of interventions and their impact. The challenges arising from the large number of interventions were noted, FT said that the school would need to continue to be creative with the use of TA time.</p> <p>Governors approved the report for publication on the school website, and asked that their thanks to AF for her work in this area be recorded.</p>	
8.17 - School Development Plan (SDP)	
<p>The SDP for 2017-18 is now on Governor Hub, and the following monitoring roles were agreed:</p> <ul style="list-style-type: none"> • Leadership and Management: AL • English: ML • Maths: JC • PE: MK • Behaviour for Learning: CH • Christian Distinctiveness: AL • SENCO: CH • EYFS: CH • H&S: MK • Safeguarding: AL <p>Governors to co-ordinate with relevant Staff members, either through face-to-face meetings or email.</p>	
9.17 - Parent and Pupil surveys feedback	
<p>FT tabled results from both surveys (included in supporting papers). There had been 80 respondents to the Parent Survey, and it was felt that the results were generally positive, but the small number of specific comments on communication were noted and discussed. The use of Parent Mail, class Dojos and the newsletter was felt to be proof that the school is trying to address any concerns. It was also noted that even those respondents who had included negative comments about communication had given broadly positive responses to the survey questions. Pupil responses were extremely positive.</p> <p>One Governor suggested taking more opportunities to invite parents in for positive visits to the school (rather than just if there is a problem) - FT</p>	

<p>to consider this.</p>	
<p>10.17 - Ofsted readiness</p>	
<p>AL reminded Governors that the last inspection was in 2014, so the school could be inspected again at any time. She asked Governors to look at relevant training courses and to be prepared by reviewing likely questions. As many Governors as possible should attend the inspection, and this item will be on the agenda for future FGB meetings. Governors discussed putting together a file with the relevant information, and looking at the Ofsted Question bank and Governor Hub Health Check. FT to print out the new SDP for all Governors, and a date for a Governor visit day to be discussed.</p>	
<p>11.17 - Finance update</p>	
<p>HC had circulated a number of spreadsheets along with information on the original and revised budget (which includes the employment of an additional teacher to teach Year 3 in the mornings), and the current budget monitoring position. The date of the next pupil number census will be 5 October 2017, when there will be 150 pupils on roll (with a possible further 2 to start next week).</p> <p>Governors discussed possible areas to make savings, noting that future appointments could include NQTs as there is sufficient support and experience within the school to support this. However, if Mrs Weston's role (covering for Miss O'Hara) is covered in-house, this will have implications for TA support (already noted as being in high demand).</p> <p>The increase in Sports Premium funding was explained, and staff explained that they would like to use some of the (ring-fenced) funds to get a running track around the playing fields. Three quotes have been obtained (between £8k and £10k), with the middle figure being from a local contractor and for a deeper excavated track than the lower quote (likely to be more hard-wearing). HC to check whether this contractor is on the approved supplier list from OCC, and check the warranty.</p> <p>The Head teacher recruitment costs were discussed - with options for national advertising other than TES (E-Teach) to be investigated.</p> <p>The potential for savings on Learning Resources were noted, with FT explaining that due to previous investment and training, the school was well supplied and could manage a leaner year. The HT mentoring and training costs for FT have also come out lower than in the budget, so HC feels able to justify savings of around £2k.</p>	<p>HC</p>

The need to clarify the position with regards to the OCC buyback form for Governor and staff training and Governor Hub access was discussed - HC to chase OCC. If Governor training is purchased, Governors need ensure that it is used to maximum effect. (HC left at 8.40 pm)	
12.17 - Standing Orders 2017-18	
These were agreed and signed by AL, and given to FT for filing.	
13.17 - Head teacher appraisal panel	
The panel will consist of CH, AL and ML. FT/AL to find out whether an external advisor is required (talk to Paula Philips or Christine Price Smith). Dates to be confirmed.	FT, AL
14.17 - Governing body: vacancies and training needs	
There are still two co-opted Governor vacancies, and one Foundation Governor vacancy - this has been advertised in the Voices newsletter. FT to talk to next local Church working group meeting.	FT
15.17 - Schedule of Work (SoW)	
Policies to be added by term to the SoW - need list (AL) for LD to update this.	AL
16.17 - Policies: agree schedule for update of statutory policies, and approval of those reviewed for this meeting	
The following policies had been circulated for review, and were agreed and signed off on behalf of the Governing Body: Critical Incident Plan, Health & Safety, Safeguarding, Attendance, Behaviour, Whistle-blowing.	
17.17 - Health and Safety	
A Health and Safety review had taken place in June, and a report was received. An action plan is now in place, following a staff stress survey and working hours' report.	
18.17 - Distinctiveness as a Church of England school	
Nothing further to report.	
19.17 - Dates for 2017-18 meetings	
Committees (Finance @6 pm, Performance & Standards @7 pm): 27 Nov. Committees (Finance @6 pm, Performance & Standards @7 pm): 29 Jan.	

FGB (including budget sign off): 19 March Committees (Finance @6 pm, Performance & Standards @7 pm): 14 May FGB: 25 June	
20.17 - Headteacher recruitment: confidential item	
(9.10 pm FT and ML left) - see Part 2 minutes	

The meeting closed at 9.20 p.m.

<u>Documents for the meeting</u>	<u>Sent by</u>	<u>GovHub date</u>
Agenda	LD	18 September 2017
Attendance sheet	LD	tabled
Minutes of FGB 19 June 2017	LD	20 June 2017
Head teacher's report	LD	18 September 2017
End of year data	FT	tabled
SEND report	LD	18 September 2017
SDP	LD	18 September 2017
Parent and Pupil survey results	FT	tabled
Revised budget and budget monitoring summary, finance report	LD	19 September 2017
Standing orders	LD	18 September 2017
Schedule of work	LD	18 September 2017
Policies (Attendance, Behaviour, Harassment, Health and Safety, Safeguarding, Photography, and Whistleblowing) and Critical Incident Plan	LD	18 September 2017

Items for next agenda: Pupil Premium reports, agree how Governors will monitor school performance, discuss data, update SEF, agrees committees' terms of reference, Budget Monitoring (Month 6), receive annual safeguarding audit form, admissions policy for next year.