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 Headteacher: Mrs Fiona Taylor



**Minutes of the Meeting of the full Governing Body held at the School on Monday 27<sup>th</sup> November 2017 at 6pm.**

<b>Present:</b>	<b>Joe Cox (JC)</b>	Parent Governor
	<b>Emma Gardner (EG)</b>	Staff Governor
	<b>Matthew Keates (MK)</b>	Parent Governor
	<b>Angela Lavington (AL)</b>	Foundation Governor
	<b>Steve Leonard (SL)</b> (left 7.45 pm)	LA Governor
	<b>Marcus Luckett (ML)</b>	Co-opted Governor
	<b>Fiona Taylor (FT)</b> <b>Philip Wilson (PW)</b>	Head Teacher Parent Governors
<b>In attendance:</b>	<b>Melody Chadwick (MC)</b>	Associate Staff
	<b>Harriet Cornell (HC)</b> (arrived 6.35pm, left 7.20pm)	School Business Manager
	<b>Lucy Dickinson (LD)</b>	Clerk
	<b>Damian Ettinger (DE)</b> (left 6.40 pm)	Cokethorpe Headteacher
	<b>Claudia Harris (CH)</b>	Prospective Co-opted Governor

Item and description	Actions
21.17 - Welcome and apologies	
The meeting was opened at 6.00 pm by <b>AL</b> . The meeting was quorate.	
22.17 - Notification of any urgent business	
None	
23.17 - Declaration of interests	
None - annual declarations now completed and passed to <b>FT</b> for filing.	

24.17 - Corinthian Partnership discussion	
See confidential (Part 2) minutes	
25.17 - Approval of the minutes of the meeting held on 25 September 2017 and matters arising	
The minutes, including the confidential Part 2 minutes tabled at the meeting, were approved, signed by <b>AL</b> and given to <b>FT</b> for filing. <b>LD</b> to send an electronic copy of the ratified minutes for addition to the website.  Matters arising: policies for review still need to be added to the Schedule of Work - list required.	<b>LD</b>  <b>AL, LD</b>
26.17 - Finances and budget monitoring	
<p>A written summary and two levels of spreadsheets had been circulated to Governors, and <b>HC</b> invited questions:</p> <ul style="list-style-type: none"> <li>• <i>The reason for the increase in pupil numbers from 22 in Reception for 2017-18 to 26 in Year 1 for 2018-19 was explained (four pupils arrived after the census date), but the decrease from 26 in Year 5 to 24 in next year's Year 6 was unclear.</i></li> <li>• <i><b>HC</b> explained that one pupil would be staying in Reedy Class, and another had left the school after the census date. Exact numbers for the higher years will be affected by class composition, while the incoming numbers for future Reception years have been conservatively estimated.</i></li> <li>• <i><b>HC</b> also highlighted the requirement from OCC to allocate property funding more specifically than previously, including (for example) funding for the new boiler of £5,500 (included in the original budget as £4k, but now updated based on an actual quote).</i></li> <li>• <i>Funding for the replacement TA cover for 15 hours a week (for Miss O'Hara's class) has been given priority over the running track update, which will now be delayed until the final Sports Premium funding payment has been received. Governors discussed the increase in Sports Funding and restrictions on using this for staffing costs - <b>HC</b> and <b>FT</b> explained that this was possible, but must be for additional hours or people, not existing staff wages. This had been discussed with the OCC Finance Officer and would be monitored carefully to see whether any greater potential for creative use of the funding could be managed.</i></li> <li>• <i>What was the background to the decrease in line I07 -I13 (other income) from 81.5 K to 67 K in the budget forecast summary?</i></li> </ul>	

<ul style="list-style-type: none"> <li>• <i>HC pointed out that this amount (14 K) was offset in the Learning Resources expenditure (E19 - E20) and had no overall impact.</i></li> <li>• <i>Will the projected deficit in Year 3 trigger any problems from County?</i></li> <li>• <i>No, the current year needs to balance, but it is recognised that future years are based on assumptions about pupil numbers and other factors. However, the deficit does highlight the need to consider any ways to improve the financial picture.</i></li> </ul> <p>Governors approved the updated forecast for the current financial year: <b>HC</b> to upload, and <b>AL</b> to approve on behalf of the Governors.</p> <p><b>HC</b> alerted Governors to the large number of temporary contracts and the need to know the future staffing picture more accurately before signing off the budget for next year. The current FGB schedule has the budget sign-off meeting on 19 March 2018 - this will be workable providing final decisions on the Head teacher have been made by mid-February. <b>HC, AL</b> and <b>CH</b> to meet before the end of the year to finalise the Head teacher advert and arrange external support.</p> <p>Budget monitoring: it was noted that the SEN funding was £1,900 less than in the original budget (funding given from date of review, not for full year). Income and expenditure were outlined in the attached report, and there were no further questions. <b>AL</b> requested that Governors consider whether someone could work with <b>SL</b> to become more familiar with the finances before he steps down as LA Governor next year. The difficulties in managing the budget during the current climate were noted, and Governors thanked <b>HC</b> for her work in this area.</p> <p>(7.20 pm <b>HC</b> left)</p>	<p><b>HC, AL</b></p> <p><b>HC, AL, CH</b></p> <p><b>Govs, SL</b></p>
<p>27.17 - Head teacher's report</p>	
<p>This had been circulated along with the results data from summer 2017, and <b>FT</b> explained that she proposed to update the Head's report each short term, with new items highlighted in yellow. Governors asked:</p> <ul style="list-style-type: none"> <li>• <i>Whether the Year 3 results (previously noted and discussed as being lower than those across the other classes) were still a cause for concern, and if any improvement has been seen?</i></li> <li>• <i>FT reminded Governors that this is a small cohort, with a relatively large percentage of pupils with SEN. Extra support was in place and had been discussed at previous meetings. Assessments are taking place this week, but it is too early to give any outcomes from these</i></li> </ul>	

(and it would be expected for any interventions to take time to have an effect).

- Had the parent drop-in sessions been well attended and received?
- Attendance was not that high (4 parents came in, and 2 others responded by email), but there had been some helpful suggestions, some of which have been implemented (e.g. highlighting date changes in yellow and sending a weekly reminder of upcoming events and dates). The discussion on homework had suggested that most parents were happy with the level and type of homework. Parents would like to come into school to see the results of the project work.
- What would the focus be for the parent workshop in the Spring term?
- This would look at promoting reading.
- When is the annual parent survey carried out?
- In the summer, usually at the fete.
- Governors expressed an interest in having future Governors meetings in the classrooms as well as the staff room in order to see the different areas of the school.
- **AL** noted that in addition to the results data provided by the school, Governors also receive RaiseOnline data (please note that this has now been replaced by a new service: Analyse School Performance - Governors may need to discuss this at a later meeting to ensure that they are familiar with the format and any changes - LD) which allows benchmarking against other schools and ensures independent verification of the school's performance.
- Governors considered whether the Head's report should be reorganised to reflect the Ofsted framework, but it was noted that the headings used already reflected this, only the order was not the same.

FT

**FT** highlighted the recent visit by the System Lead (Mark Smith) to look at the school's self-evaluation, noting that although **FT** had reassessed the school as Good for Leadership and Management and Teaching (due to the recent staff changes), **MS** had said that the school should continue to reassess itself regularly, as he felt that it remained borderline outstanding in both these categories.

The school had also received a letter from Nick Gibb (Minister of State for School Standards) congratulating pupils on being in the top 3% for phonics results. The entire Witney Partnership is now using the Read Write Inc. Fresh Start program, and Aston continues to play a central role

<p>in hosting staff to learn more about this system.</p>	
<p>28.17 - Pupil Premium report 2016-17</p>	
<p>This had been circulated and was approved for publication on the website. Governors noted the decrease in funding from last year (from £8380 to £3540). <b>FT</b> also highlighted the importance on monitoring trends in performance and focus on closing the gap.</p>	<p><b>FT</b></p>
<p>29.17 - Sports Premium report</p>	
<p>This had been circulated. Governors asked whether the pupils had been asked for their feedback. Staff confirmed that a pupil survey had been carried out, and that alongside some wild ideas for use of funding, there had been lots of positive feedback (for example for the 5-minute workout). Report also approved for publication on school website.</p>	<p><b>FT</b></p>
<p>30.17 - Safeguarding report</p>	
<p>This had been circulated, and there were no questions from Governors. <b>AL</b> and <b>CH</b> to complete the Governors' comments section prior to submission to OCC. (7.45 pm <b>SL</b> left)</p>	<p><b>AL, CH</b></p>
<p>31.17 - School Development Plan (SDP) and Self-evaluation form (SEF)</p>	
<p>The SDP priority areas had been allocated. <b>LD</b> to create folder for Governor visits in the 2017-18 SDP folder on Governor Hub: <a href="https://app.governorhub.com/g/astonandcotecofepriaryschool/docs/5a1d389b8b03d300019f3cc6">https://app.governorhub.com/g/astonandcotecofepriaryschool/docs/5a1d389b8b03d300019f3cc6</a> <b>FT</b> has contacted staff, who are now carrying out their first review and will be in touch with their Governor Link to set up a meeting. <b>PW</b> to consider shadowing one of the other Governors (e.g. <b>MK</b> as H&amp;S link).</p>	
<p>32.17 - Governing body vacancies</p>	
<p>Following the election of <b>PW</b> as Parent Governor, there remain two Co-opted Governor and one Foundation Governor vacancies. Governors <b>agreed</b> to co-opt <b>CH</b>: new Governor form and declarations of interests forms were completed. <b>CH</b> to continue as Vice-Chair for the remainder of this academic year. <b>AL</b> circulated Governor Skills audit forms to all Governors, and asked them to complete, name and return to Lesley Brooks in the school office. <b>FT</b> is going to meet a possible new Governor later this week. <b>LD</b> to check on co-opting <b>MC</b> (as Associate Staff Governor) to the Staff</p>	<p><b>Govs</b> <b>FT</b></p>

Governor position while <b>EG</b> is on maternity leave.	LD
<b>33.17 - Policies: approval of those reviewed for this meeting</b>	
The admissions policy, equal opportunities policy and equality plan had been circulated to Governors. There were no questions, and all were adopted, signed by <b>AL</b> and handed to <b>FT</b> for filing.	
<b>34.17 - Health and Safety</b>	
<b>MK</b> to meet John Haskell (site manager) next Tuesday. A possible trip hazard reported by pupils had been investigated. <b>FT</b> mentioned a parent who had raised concerns about the risk of asbestos exposure during the drilling carried out by a contractor when work was done on the hall ceiling two years ago. An OCC inspector had come out and looked at this as part of a risk assessment, they concluded that the risk was low as the work had been carried out over the summer, and was some time ago. An air test would cost additional money, and Governors felt that this was the responsibility of the contractor (Carillion), not the school. Governors suggested that the parent be informed of the low risk and the reasoning for this assessment, but that OCC also be contacted to ask whether Carillion could be required to investigate.	
<b>35.17 - Distinctiveness as a Church of England school</b>	
<b>AL</b> to carry out visit as Foundation Governor ( <b>FT</b> is still the Staff lead for this area). It was noted that the local church (St James) is advertising for a new Vicar. A retired vicar from the church has been helping the school with collective worship until the new vicar is appointed, and pupils will be completing a Star Trail in the church before the end of term.	
<b>36.17 - Dates for 2017-18 meetings</b>	
Committees (Performance & Standards @6 pm, Finance @7 pm.): 29 Jan. FGB (including budget sign off): 19 March Committees (Finance @6 pm, Performance & Standards @7 pm): 14 May FGB: 25 June	

The meeting closed at 8.10 p.m.

<b>Documents for the meeting</b>	<b>Sent by</b>	<b>GovHub date</b>
Agenda	LD	20 November 2017
Attendance sheet	LD	tabled
Corinthian Partnership proposal	DE	tabled
Minutes of FGB 25 September 2017	LD	28 September 2017
Confidential minutes from FGB 25 September 2017	LD	tabled

Revised budget and budget monitoring summary, finance report	LD	22 November 2017
Head teacher's report and data for summer 2017	LD	20 November 2017
Pupil Premium report	LD	20 November 2017
Sports Premium report	LD	20 November 2017
Safeguarding report	LD	20 November 2017
SEF	LD	20 November 2017
Policies (Admissions, Equal Opportunities) and Equality Plan	LD	20 November 2017

**Items for next agendas: Terms of Reference, committee membership and Chairs.**

**P&S:** Termly review of pupil achievement data, review Governor visits, communication strategy and questionnaires

**F&P:** Budget monitoring and draft budget preparation, SFVS (for February submission), decide on purchases to meet school needs, revise staff pay policy and set up pay committee, review charging and letting policy, review insurance arrangement, review staff structure.