



# Aston and Cote Church of England Primary School

*"Aspiring to be the people God created us to be by growing the talents He gave us."*

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Headteacher: Mrs Fiona Taylor

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## Minutes of the Meeting of the full Governing Body held on Monday 12<sup>th</sup> September 2022 – commencing 6.00 pm

<b>Present:</b>	Joe Cox ( <b>JC</b> )	Co-opted Governor (Chair)
	Kate Norton ( <b>KN</b> )	Co-opted Governor (Vice-Chair)
	Emma Gardner ( <b>EG</b> )	Staff Governor
	Mervyn Hudson ( <b>MH</b> )	Parent Governor
	Edward Steel ( <b>ES</b> )	Foundation Governor
	Alastair Barnett ( <b>AB</b> )	Foundation Governor
	Fiona Taylor ( <b>FT</b> )	Headteacher
	Natasha Gray ( <b>NG</b> )	Parent Governor
	Rob Mills ( <b>RM</b> )	Parent Governor
<b>In attendance:</b>	Melody Chadwick ( <b>MC</b> )	Associate Governor
	Don Nash ( <b>DN</b> )	Clerk

The meeting was quorate and was opened at 6:00pm.

	Item title	Action assigned to
1.	<b>Apologies for absence and welcome</b>  JC welcomed all to the meeting  Apologies were received and accepted for Peter Dempsey	
2.	<b>Notification of any urgent business</b>  None	
3.	<b>Declarations of any business or pecuniary interests in agenda items</b>  None  Governors were requested to complete the 'Register of Business Interests' template located in the file for this meeting on GovernorHub. Completed forms to be returned to the clerk to compile the final document for 2022/23	<b>All Governors</b>
4.	<b>Approval of minutes of the meeting held on 4<sup>th</sup> July 2022</b>  Governors considered the main points that had arisen and been discussed at that meeting.	

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	The minutes had been circulated via Governor Hub and were approved. <b>Action: JC to sign and leave copies at the school.</b>	JC
5.	<b>Matters Arising and actions points from 4<sup>th</sup> July</b>  Actions not referred to from the previous minutes have been completed.  Actions Outstanding:  Item 6 updated Performance data to be provided in October  Item 7 Invitation letter to Academies. This task has been passed to KN to action.  Item 8 communication of split role to be included in next Newsletter  Item 13 Updated healthcheck to be uploaded to GovernorHub	FT  KN  FT  JC
6.	<b>Committee Membership &amp; Terms of Reference (ToR's)</b>  It was agreed that as before there would be two main committees Finance & Premises (F&P) and Performance & Standards. The membership of each is as follows:  <b>F&amp;P – FT, KN, JC, NG, MH, PD, EG &amp; MC</b> A sub-committee for Premises reporting into F&P will comprise of: <b>MH, FT, NG &amp; MC</b>  <b>P&amp;S – FT, KN, JC, AB, ES, RM, EG &amp; MC</b>  The ToR's will be reviewed and agreed at the first meeting of each of the committee's as will the election of the Chair person.  <b>Action: Elect committee Chairs and agree ToR's</b>  The Governor currently responsible for Staffing matters is <b>PD</b> , as he is not present for this meeting he will be contacted to see if he wishes to carry on with this role.  <b>Action: Check with PD to see if he wishes to carry on with these duties for 2022/23.</b>  The Headteachers Appraisal panel has been formed and will meet as soon as possible. <b>Action: meeting to be arranged</b>	Committee           JC   JC
7.	<b>Link Governor Roles</b>  The basis for the link governor roles is based on the Ofsted main categories which in turn are linked into the school's SDP plan. Link Governors were allocated to these categories as follows:  Leadership & Management <b>KN &amp; JC</b> Premises <b>MH</b> Christian Distinctiveness <b>AB &amp; ES</b> Quality of teaching <b>RM &amp; PD</b> Behaviour & attitudes <b>NG</b> Personal Development <b>KN</b>  <b>Action: The SDP will be presented at the next committee meeting in October</b>  It was also identified in the H&S audit that a Lead Governor was required to cover Swimming. <b>KN</b> agreed to cover this role.	FT

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8.	<p><b>Headteacher's Report</b></p> <p>The report was downloaded on to GovernorHub prior to the meeting to enable members to review the details in their own time and prepare any questions.</p> <p><b>1.1 Numbers on Roll:</b> the numbers on roll have reduced from those shown in the report due to leavers and lower numbers in Reception than predicted. If these numbers remain the same there will be an impact on the budget. Full details and a revised budget forecast will be on the agenda for the next committee meeting in October.</p> <p><b>Action: Revised budget forecast for October committee meeting</b></p> <p>Q: How are Year 4 managing with less space now that they use the Computer Suite as their classroom. A: No problems have been experienced with this and other space is being used when and if necessary.</p> <p>A discussion was had regarding the proposed development on the site overlooking the Forest School. The proposed development is within the eyesight of the Forest School and it could be argued will have a detrimental effect on the school. An opportunity may exist under Section 106 to ease the impact of the new development by providing funding to improve facilities elsewhere on the school site. It also has to be considered that any new development provides an opportunity for new pupils to come to the school.</p> <p><b>Action: Explore further the potential for section 106 bringing benefits to the school</b></p> <p><b>2.2 Pupil Premium</b></p> <p>Q: Has there been any increases in Pupil Premium rates to reflect inflationary pressures. A: There has not been any notification of an increase. Any additional funding would only come if further children become eligible for PP. In the meantime, funding will continue to be used to support interventions for reading, maths and nurture. It is also possible that it may be used to assist with costs of trips and uniforms.</p> <p><b>3.1 Quality of Teaching</b></p> <p>Q: Has there been any changes in behaviour patterns such that the T.A.'s can be available to cover other activities. A: At the moment the data for the new school year is limited on this but having one child less has certainly helped in this regard.</p> <p><b>3.2 Staff Development</b></p> <p>Q: What is the new record system that is referred and what is it designed to do. A: The system being implemented is designed to enable the monitoring of behaviour patterns more closely thus providing more detail to find possible solutions.</p> <p><b>4.1 Personal Development, Behaviour &amp; Welfare</b></p> <p>Q: Is external advice still being pursued to assist in these areas. A: Initiatives like 'Draw &amp; Talk' therapies are still being used and other external support is being brought into the school when required.</p> <p><b>RM</b> noted that he was very impressed with the really positive feel about the school on his visit to the school on the previous Friday.</p>	<p>FT/HC</p> <p>RM</p>
9.	<p><b>School Uniform Cost</b></p> <p>Schools are required to be mostly compliant with statutory guidance by September 2022 and fully compliant September 2023. The guidance advises</p>	

	<p>that the school uniform supplier arrangements give the highest priority to cost and value for money.</p> <p><b>FT:</b> The existing school policy is to have a flexible approach and not be wedded to costly branded uniforms. The aim of the school continues to be have a uniform that is good value for money and comfortable to wear. This together with the new statutory guidance will be the basis when the policy is updated.</p> <p>It was agreed that an item on this topic should be included in the next Newsletter  <b>Action: Include this topic in next Newsletter</b></p>	<b>FT</b>
<b>10.</b>	<p><b>Safeguarding</b></p> <p>It is a statutory requirement that all Governors must have had level 2 safeguarding training. This training is available through OCC Governor Services at no cost to Governors.</p> <p><b>Action: Governors to check their training record on GovernorHub and book safeguarding training if required</b></p> <p><b>KCSiE:</b> This was updated in May 2022 and becomes effective in September 2022. Each governor should confirm compliance on their GovernorHub profile.  <b>Action: Confirm KCSiE compliance</b></p>	<p><b>All Governors</b></p> <p><b>All Governors</b></p>
<b>11.</b>	<p><b>Pupil Premium</b></p> <p>The report is being updated and will be presented to the next committee meeting in October.  <b>Action PP report to updated</b></p>	<b>FT</b>
<b>12.</b>	<p><b>Health &amp; Safety</b></p> <p>Following the Health &amp; Safety Monitoring Report provided by the OCC Schools Health &amp; Safety the action plan continues to be developed. A monitoring visit is due in May 2023  <b>Action: Plan to be developed</b></p> <p>Angus continues to work through a list of jobs and has completed PAT testing and cleaning of a water tank.</p> <p>Q: Is compliance documentation being updated  A: Yes, Angus is updating this document.</p>	<b>FT/MH/HC</b>
<b>13.</b>	<p><b>Governing Body Matters</b></p> <p><b>13.1 DBS/Section 128 Checks</b></p> <p><b>FT</b> confirmed that this was in hand to ensure that checks were current and compliant.</p> <p><b>RM</b> thought it might be useful to have a self-declaration form that could be completed each year by governors.  <b>Action: Investigate if there is a template the school could use</b></p> <p><b>13.2 Governor Vacancies</b></p> <p>Currently there is one vacancy for a co-opted governor. It was also noted that two governors' terms of office expire in March/April 2023.</p> <p>It was recognised that there have always been difficulties in recruiting governors in the past but it was requested that remain vigilant and encourage any potential interest. It was also highlighted that Diversity needs to be considered in future membership.  <b>Action: Pursue any interest in becoming a governor</b></p>	<p><b>RM</b></p> <p><b>All Governors</b></p>

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	<b>13.3 Governor Training</b>  Governors were encouraged to review the training available through Oxfordshire Governor Services and book any courses that would be useful to them. <b>Action: Review training needs</b>	<b>All Governors</b>
<b>14.</b>	<b>Church of England Distinctiveness</b>  SIAMS training took place in the previous week and the school is currently 13 <sup>th</sup> on the list for review but as yet no firm date has been advised.  FT advised that she will be meeting with Chris Price-Smith next week  <b>Action: SIAMS link to be circulated</b>	<b>FT</b>
<b>15.</b>	<b>Policies for Approval</b>  The following policies were uploaded to GovernorHub prior to the meeting for review and consideration:  <ul style="list-style-type: none"> <li>- Code of Conduct</li> <li>- Child Protection</li> <li>- Relationships</li> <li>- Behaviour</li> <li>- Anti-Bullying</li> <li>- Accessibility</li> <li>- Acceptable Users</li> </ul> All Policies were approved by governors. <b>Action: updated policies to put on school website</b>  Q: As Cyber-bullying becomes more prevalent in society should the school consider having a specific policy for this specific topic. A: The existing anti-bullying policy does cover this subject and in addition a focus is given to this in the classroom to raise awareness. There is also a need to raise parent awareness and the Newsletter may be a good medium to raise this subject with them in the future.	<b>FT</b>
<b>16.</b>	<b>Urgent Items (raised under item 2)</b>  None	
<b>17.</b>	<b>Items for Inclusion on next Agenda</b>  Budget Approval Public Sector Decarbonisation Schemes (MH)	
<b>18.</b>	<b>Date for Future Meeting</b>  The following dates are those agreed for FGB's in the next Academic Year:  24 <sup>th</sup> April 2023 12 <sup>th</sup> June 2023  The following dates are those agreed for committee meetings in the next Academic Year:  10 <sup>th</sup> October 2022 9 <sup>th</sup> January 2023 17 <sup>th</sup> April 2023	

Meeting finished at 7:40pm

DN: 12<sup>th</sup> September 2022

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Documents for the meeting	Sent by	Date on Gov. Hub
Agenda	DN	2 <sup>nd</sup> Sept 2022
Minutes of FGB meeting on 4 <sup>th</sup> July 2022	DN	2 <sup>nd</sup> Sept 2022
Headteacher Report	FT	3 <sup>rd</sup> Sept 2022
Register of business Interest (Template)	DN	10 <sup>th</sup> Sept 2022
Polices for Approval	FT	3 <sup>rd</sup> Sept 2022
Budget Changes	FT	8 <sup>th</sup> Sept 2022

### Action Log

Meeting Date	Item Number	Action	Owner	Deadline
12 <sup>th</sup> September	3	Governors to complete Register of Business Interests & return to clerk	<b>All governors</b>	End of October
12 <sup>th</sup> September	4	Sign minutes & file at school	<b>JC</b>	End of September
12 <sup>th</sup> September	5	Updated Performance data	<b>FT</b>	October 2022
12 <sup>th</sup> September	5	Invitation letter to Academies	<b>KN</b>	October 2022
12 <sup>th</sup> September	5	Communication of split role	<b>FT</b>	ASAP
12 <sup>th</sup> September	5	Updated healthcheck uploaded to GovernorHub	<b>JC</b>	October 2022
12 <sup>th</sup> September	6	Election of committee chairs	<b>Committees</b>	October 2022
12 <sup>th</sup> September	6	Check with PD regarding role for Staff matters	<b>JC</b>	October 2022
12 <sup>th</sup> September	6	Arrange date for HT appraisal panel to meet	<b>JC</b>	October 2022
12 <sup>th</sup> September	7	Complete SDP report	<b>FT</b>	October 2022
12 <sup>th</sup> September	8	Revised budget forecast	<b>FT/HC</b>	October 2022
12 <sup>th</sup> September	8	Section 106 feedback	<b>RM</b>	ASAP
12 <sup>th</sup> September	9	Uniform item in Newsletter	<b>FT</b>	ASAP
12 <sup>th</sup> September	10	Review safeguarding training needs	<b>All governors</b>	October 2022
12 <sup>th</sup> September	10	Update KCSiE declaration	<b>All governors</b>	October 2022
12 <sup>th</sup> September	11	Update Pupil Premium Report	<b>FT</b>	October 2022
12 <sup>th</sup> September	12	H&S safety Plan	<b>FT/MH/HC</b>	ASAP
12 <sup>th</sup> September	13	DBS update template	<b>RM</b>	ASAP
12 <sup>th</sup> September	13	Governor vacancies	<b>All governors</b>	ASAP
12 <sup>th</sup> September	13	Governor training	<b>All governors</b>	ASAP
12 <sup>th</sup> September	14	Circulate SIAMS link	<b>FT</b>	October 2022
12 <sup>th</sup> September	15	Updated policies on school website where applicable	<b>FT</b>	October 2022

Chair of Governors: ..... Date: .....