



Aston and Cote Church of England Primary School

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**Minutes of the Meeting of the full Governing Body held
on Tuesday 13th December – commencing 7.00 pm**

Present:	David Chadwick (DC) Joe Cox (JC) Peter Dempsey (PD) Emma Gardner (EG) Mervyn Hudson (MH) Kate Norton (KN) Edward Steel (ES) Fiona Taylor (FT) Natasha Gray (NG) Rob Mills (RM)	Co-opted Governor (Co-Chair) Co-opted Governor (Co-Chair) LA Governor Staff Governor Parent Governor Co-opted Governor Foundation Governor Headteacher Parent Governor Parent Governor
In attendance:	Melody Chadwick (MC) Harriet Cornell (HC) Don Nash (DN)	Associate Governor School Business Manager Clerk

Governors were provided with meeting link to enable them to join the meeting using Microsoft Teams.

The meeting was quorate and was opened at 7:00pm.

	Item title	Action assigned to
1.	Apologies for absence and welcome DC welcomed all to the meeting and particularly Natasha Gray and Rob Mills, the two newly elected Parent Governors.	
2.	Notification of any urgent business None	
3.	Declarations of any business or pecuniary interests in agenda items None to declare in relation to the agenda items. Governors have been asked to check and confirm all their declarations of interest on Governor Hub are up-to-date particularly relating to 'Keeping Children Safe in Education (KCSIE)' which is a statutory requirement. Action: Governors to check and update where necessary. DN declared an interest in an item regarding additional clerking costs under Governing Body Matters and will absent himself from the meeting for that item.	All Governors

Chair of Governors: Date:

4	<p>Finance Report</p> <p>HC had posted a detailed report on Governor Hub prior to the meeting to enable governors to read them in advance of the meeting and prepare any questions.</p> <p>The Financial Forecast showed that there had been little movement since P6; the school finances have also been studied in some depth at last month's Finance and Premises committee meeting.</p> <p>Work will be commencing next week on the provision of a new fire and intruder alarm system and should take approximately one month to complete.</p> <p>The contract for the school internet provider will commence on January 18th 2022</p> <p>Q. What system will be available during the period that the new fire and intruder system is being fitted. A. During that period the existing system will remain operational.</p> <p>Q. Is the carried forward figure of £30.5k inclusive of this spend. A. This revenue figure will reduce by £6k, this reflects the additional funding required to support the capital budget to fund the projects. This was required as the school are not allowed to bring forward any capital budget from future years.</p> <p>HC left the meeting 7:14pm</p>	
5.	<p>Approval of minutes of the meeting held on 5th October 2021</p> <p>Actions not referred to from the previous minutes have been completed.</p> <p>Governors considered the main points that had arisen and been discussed at that meeting.</p> <p>Three actions are yet to be completed:</p> <p>Item 5 – as yet no letter of invitation has been sent to Robert Courts (M.P.) as Covid had prevented any visit to the school. As a school visit is unlikely in the near future, it was agreed, therefore, to send the letter regardless of a pre-visit. This to be done by the end of the week.</p> <p>Action: DC to send letter to Robert Courts (M.P.)</p> <p>Item 6 – The School Development Plan has been updated with a further review planned for the end of January 2022 to finalise including budget costings.</p> <p>Action: FT to finalise plan</p> <p>Item 10 – Terms of Reference have been completed for the Finance & Premises committee. The TOR's for the Performance & Standards will be reviewed when the next meeting of that committee takes place.</p> <p>Item 10 – As Phillip Wilson was not re-elected as a Governor a new panel member for HT appraisal to be agreed and future meetings arranged</p> <p>Action: HT mid-year review meeting to be arranged when new member nominated to replace Philip Wilson</p> <p>The minutes had been circulated via Governor Hub and were approved.</p> <p>Action: DC to sign and leave copies at the school.</p>	<p>DC</p> <p>FT</p> <p>JC</p> <p>DC</p>
6.	<p>Pupil Premium</p> <p>FT had posted a detailed report on Governor Hub prior to the meeting to enable governors to read them in advance of the meeting and prepare any questions. The reports comprised of the Pupil Premium Assessment Tracker and the Pupil Premium Report 2021/22.</p>	

Chair of Governors: Date:

The Pupil Premium Tracker is a colour-coded and anonymised representation of pupil's progress in Writing, Reading, SPAG and Maths. Measurement is made against two tests:

NFER – marking scheme up to 140

SATS – marking scheme up to 120

Q. The chart appears to show that some pupils have gone backwards, is this the case.

A. The pupils in this chart are being measured against a new year group so this would account for some apparent slippage. It is the case, however, that some disadvantaged pupils have gone backwards, particularly a detrimental impact in writing skills has been seen. There are a variety of causes for this largely related to the lockdown and home related issues.

Q. Can the tests be scaled against each other.

A. This is very difficult to do to show a true comparison and why the scores are shown to give an indication of progress or otherwise.

Q. Although the chart has to be anonymised would it be possible to show the year group.

A. **FT** to give this some consideration but does not want to compromise anonymity of the pupils.

Pupil Premium Strategy - Comments/questions were invited from Governors in relation to the content of the PPG report. The stated costs within this document are approximate and will be finalised with **HC**.

Q. There is no mention of the impact that Covid has had on the children.

A. **FT** to reference this under 'Challenges' as this is an overriding factor impacting achievement of disadvantaged children.

Q. The 'Intended Outcomes' are over a three-year period, is this a rolling three-year strategy.

A. Yes, with the next review due at Easter 2022.

Q. What are the views of parents regarding the focus on 'Quality First'.

A. This is based on a Government Directive and as such is not subject to the views of parents. If parents have questions related to this they should be directed to **FT**

Q. The stated 'Recovery' figure of £2k does not appear to be included in the final total

A. All the figures will be agreed and finalised with HC including the stated 'Recovery' cost.

Q. Is unauthorised attendance still an issue as it was in the previous academic year.

A. The same problems related to Covid illness are evident. Parents choosing not to send siblings of sick children to school. Unauthorised absence for holidays and absence due to the approach of Christmas. Parents remain very cautious and uncertain as to what to do.

Q. Is it the case that these same parents would then expect support for home learning.

A. Yes, often this has been requested and causes a lot of extra work for staff to accommodate this. This continues to be monitored.

Q. What has the impact been on the wellbeing and mental health of pupil's. It may be a good idea to provide more detail and the reasons behind this as it has a significant impact on SEND children.

A. This point was accepted by **FT**

Q. Is there engagement with the National Tutoring Programme.

A. Yes this is being followed up

	Action: FT to finalise the report by the end of the week	FT
7.	School Development Plan Other priorities have intervened and impacted the finalisation of this document. It was agreed, therefore, that this will be discussed at the next FGB	
8.	Report of the Finance & Premises committee DC reported back on the F&P committee meeting held on 22 nd November 2021 Fire & Intruder System It was agreed to award the contract for the new fire and Intruder system to Pyrotec at a cost of £25k. Work will commence next week and should take about a month to complete. After the installation the school are able to use 3 rd party companies for maintenance which provides greater flexibility and value for money. School Website Four providers were initially approached which has been narrowed down to two preferred providers both of which have quoted £2.5k per annum for a three-year agreement. The committee have requested that the school staff identify the best fit for the school from these two options. Pay Policy – Recommendations accepted and policy approved Lighting System MH has been discussing the school provision with elight on the basis of improving lighting levels whilst reducing energy consumption at the same time. Installation would involve no up-front cost but instead require the school to enter into a 10 year contract during which elight would take an agreed percentage of the energy savings achieved. At the end of ten years the system is owned by the school and they become responsible for ongoing maintenance and repair. Q. How are the savings calculated A. The lighting company know the current energy costs for the system they would supply and they can then do a comparison with the current running costs of the school. Q. Can we be confident that this company are financially secure as this a long-term commitment. A. They are a well-established company who have a good reputation with other schools with whom they have done this type of work. May be worth carrying out a financial check for the purpose of due diligence. It would also be useful to see a copy of the terms and conditions of contract Q. Should the school hold off committing until checks have been completed A. This will not be necessary as the check can be made very quickly. Action: HC to provide copy of contract terms & NG to review financial position.	HC/NG
9.	Governing Body Matters Health Check Evaluation The review was initially commenced some time ago and a number of things have changed in the ensuing period. Following a discussion between PD & DC it was thought that the best approach was to start again. The suggested approach that was agreed upon was that the 14 topics be split over the next three FGB's for discussion and to update the Healthcheck form. An outline draft would be produced by a sub-committee for consideration at the main meeting. Action: Item to be included on the next FGB agenda Governor Visits Focus DC and KN recently visited the school to observe 'Behaviour and Attitude's' and found this to be very useful. It was suggested that this would be a good topic for all governors to observe and see how it is dealt with by the school.	DN

	<p>Q. Given the current Covid situation should visits be held at the moment. A. With the new variant it is important the school remains cautious for the moment but welcomes visits as soon as is practicable and safe for all. Once a focus has been agreed by governors a judgement can be made on a suitable date for visits.</p> <p>Mentor Allocation The following was agreed for the two new governors: Rob Mills (RM) P&S committee – mentor PD Natasha Gray (NG) F&P committee – mentor JC</p> <p>Whistle-blowing Governor The school has a whistle-blowing policy which FT will circulate. It is a requirement that a Governor is nominated to support this role as a facilitator for any actions that arise. RM volunteered and was accepted for this role. It was felt that there was no conflict of interest as a staff member is related to RM. If the occasion arose then other governor members would be available to substitute. Action: FT to circulate the whistle-blowing policy</p> <p>DBS/Section 128 checks FT confirmed that the school is in the process of completing these checks on the new governors.</p> <p>Additional Clerking Costs A discussion was held regarding the possible increasing of the number of times the clerk would support Governor meetings from six to nine. DN declared an interest and absented from this topic It was agreed to pursue this option with OCC Action: JC to discuss with Oxfordshire Governor Services</p> <p>Succession Planning DC advised that he would be away for 5 months on work-related training, thus being unavailable to participate as a governor. He proposed that he step-down but may be available for re-election as a co-opted governor when his absence is completed. As a consequence JC would continue as Chair and KN as vice-chair. The role of link governor for Pupil Premium currently covered by DC was accepted by NG. These proposed changes were unanimously agreed and thanks were given to DC for his support to the school. It was suggested to DC that he consider the option of becoming an 'associate governor' for this period thus retaining a link to the Governing Board. DC to consider this once he knows more about his availability during this period. This opens up a position for a Co-opted Governor and options will be considered at subsequent meetings. DC will formally resign as of December 31st 2021 Action: DC to formally write to tender his resignation</p> <p>ES took the opportunity to advise that he may have some health issues that could impact on his position on the governing board; he will know about this in the next 2/3 weeks and advise accordingly.</p>	<p>FT</p> <p>JC</p> <p>DC</p>
10.	<p>Policies for Approval</p> <p>FT advised that the following policies will be emailed to Governors for comment and feedback prior to submitting for approval at the next FGB: Complaints Policy Health & Safety Policy Hiring & Lettings Policy Action: FT to email policies</p>	FT
11.	<p>Annual Safeguarding Report</p> <p>FT had posted the detailed statutory report on Governor Hub prior to the meeting to enable governors to read them in advance of the meeting and prepare any questions.</p>	

	<p>Q. Point 10.4 – is the access door to the rear of the school locked during the day.</p> <p>A. As this is a fire exit door it cannot be locked during the day. Crash doors have been considered as an alternative but these are very expensive.</p> <p>Q. Would another option be to install maglocks to control access for this door.</p> <p>A. FT will investigate this option or other possible ones with the supplier of the new fire and intruder system.</p> <p>Action FT to discuss with Pyrotec</p> <p>Currently JC is the named safeguarding governor. In view of his responsibilities it was felt that this role should be allocated to another governor. RM volunteered and was unanimously accepted</p>	FT
12.	<p>Urgent Items (raised under item 2)</p> <p>None</p>	
13.	<p>Distinctiveness as a Church of England School</p> <p>FT reported that a meeting was had recently with parents to relaunch this topic and it had received a positive response.</p> <p>Project 'Touchline' which links school values to sport had featured on Radio Oxford. Reaction has been very good and it may be used for further promotion of the school.</p> <p>A lunch time prayer club is proving popular with 23 children now attending and later in the year children from Year 6 will do sessions for Children in Year 1.</p> <p>A SIAMS inspection is expected between Christmas and Easter and Chris Price-Smith the Diocese adviser has discussed the evaluation with the school. FT will circulate a self-evaluation form in preparedness for the governors.</p> <p>Action: FT to circulate form</p>	FT
14.	<p>Items for Inclusion on next Agenda</p> <ul style="list-style-type: none"> - School Development Plan - Healthcheck Evaluation - Report from P&S 	
15.	<p>Date for Future Meeting</p> <p>Performance & Standards Committee 10th January 2022 07:00 (Virtual meeting) Finance & Premises Committee T.B.A. Full Governing Board: Monday 7th March 7:00pm</p>	

Meeting finished at 9:22pm

DN: 13th December 2021

Documents for the meeting	Sent by	Date on Gov. Hub
Agenda	DN	7 th December 2021
Minutes of FGB meeting on 5 th October 2021	DN	11 th December 2021
Annual Safeguarding Report	FT	6 th December 2021
Finance report and budget monitoring spreadsheets	HC	8 th December 2021
Data Information	FT	12 th December 2021
Pupil Premium Report	FT	10 th December 2021

Chair of Governors: Date:

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
13 th December 2021	3	Check and update 'declarations' on GovernorHub	All Governors	18 th January 2022
13 th December 2021	5	Letter to Robert Courts M.P.	DC	19 th December 2021
13 th December 2021	5	Finalise the SDP	FT	18 th January 2022
13 th December 2021	5	HT mid-year review meeting to be arranged	JC	18 th January 2022
13 th December 2021	5	Chair to sign minutes of 5 th October 2021 & file at school	DC	18 th January 2022
13 th December 2021	6	Pupil Premium Report to be finalised	FT	19 th December 2021
13 th December 2021	8	Review of commercial risk of lighting provider	HC/NG	18 th January 2022
13 th December 2021	9	Healthcheck evaluation to be an agenda item for next FGB	DN	18 th January 2022
13 th December 2021	9	Circulate whistle-blowing policy	FT	18 th January 2022
13 th December 2021	9	Agree additional clerking costs	JC	18 th January 2022
13 th December 2021	9	Chair's formal letter of resignation	DC	18 th January 2022
13 th December 2021	10	Policies for approval to be emailed	FT	19 th December 2021
13 th December 2021	11	Discuss rear door access options with Pyrotec	FT	18 th January 2022
13 th December 2021	13	Circulate SIAMS self-evaluation form	FT	18 th January 2022

Chair of Governors: Date: