



Aston and Cote Church of England Primary School
Cote Road

OX18



Aston
Bampton
Oxfordshire
2DU

Tel: 01993 850435

Fax: 01993 851915

Email: office.3120@aston-and-cote.oxon.sch.uk

Website: www.aston-and-cote.oxon.sch.uk

Headteacher: Mrs Fiona Taylor



Minutes of the Meeting of the full Governing Body held on Monday 25th April 2022 – commencing 6.00 pm

Present:	<p>Joe Cox (JC)</p> <p>Peter Dempsey (PD)</p> <p>Emma Gardner (EG)</p> <p>Mervyn Hudson (MH)</p> <p>Edward Steel (ES)</p> <p>Fiona Taylor (FT)</p> <p>Natasha Gray (NG)</p> <p>Rob Mills (RM)</p>	<p>Co-opted Governor (Chair)</p> <p>LA Governor</p> <p>Staff Governor</p> <p>Parent Governor</p> <p>Foundation Governor</p> <p>Headteacher</p> <p>Parent Governor</p> <p>Parent Governor</p>
In attendance:	<p>Melody Chadwick (MC)</p> <p>Harriet Cornell (HC)</p> <p>(Arrived 6:40 pm, left 6:50 pm)</p> <p>Don Nash (DN)</p> <p>Alastair Barnett</p>	<p>Associate Governor</p> <p>School Business Manager</p> <p>Clerk</p> <p>Guest</p>

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

	Item title	Action assigned to
1.	<p>Apologies for absence and welcome</p> <p>JC welcomed all to the meeting and particularly Alastair Barnett who has expressed an interest in joining the governing body and attended as a guest.</p> <p>Apologies were received and accepted for Kate Norton.</p>	
2.	<p>Notification of any urgent business</p> <p>None</p>	
3.	<p>Declarations of any business or pecuniary interests in agenda items</p> <p>Governors were asked to check and confirm all their declarations of interest on Governor Hub are up-to-date.</p> <p>Action: Governors to check and update where necessary.</p> <p>RM declared an interest in an item 8 regarding the Nursery Class Consultation and will abstain from any vote that may take place for that item.</p>	All Governors

Chair of Governors: Date:

4.	<p>Approval of minutes of the meeting held on 13th December 2021</p> <p>Governors considered the main points that had arisen and been discussed at that meeting.</p> <p>Actions not referred to from the previous minutes have been completed.</p> <p>The minutes had been circulated via Governor Hub and were approved.</p> <p>Action: JC to sign and leave copies at the school.</p>	JC
5.	<p>Budget Review</p> <p>Summary documents for the proposed budget for three years from 2022/23 had been posted on GovernorHub prior to the meeting to allow members to review and prepare any questions. The budget had previously been reviewed and accepted at the Finance & Premises Committee meeting on 4th April 2022. HC advised that there had been one update to these figures which was the inclusion of income from Vicky's club. The effect of this is to improve the balance c/f figure for 2024/25 from £19.3k to £20.6k.</p> <p>The Governors agreed to the budget as presented.</p> <p>(HC left the meeting)</p>	
6.	<p>Headteacher's Report</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. FT confirmed that the likely number for the reception class (point 1.1) remains as 22. The Spring attendance figures (point 1.2) were also confirmed as: Authorised Absence: 6.52% Unauthorised absence: 7.97% -</p> <p><u>Section 1</u></p> <p>Q: Are the unauthorised attendances recorded only instances of children being taken out of school to go on holiday A: Although not the only reason it is the main reason with parents deciding to take holidays that had been previously cancelled due to Covid.</p> <p>Q: Will the fixed penalties be levied only on families going away or could there be other instances and is there a policy on the school website detailing when it applies. A: Fixed penalties are only incurred when the school has exhausted all other avenues to improve the attendance of a child, for whatever the reason, for non-attendance. Once this point is reached the matter is referred to Oxfordshire County Council (OCC) who will make the final decision on whether a fixed penalty is appropriate. The school policy on attendance will need amending to set out the process of how and when a fixed penalty will be incurred.</p> <p>Q: Do the monies from penalty notices come to the school and what will happen if families refuse to pay. A: The fines are administered and collectable by OCC who will also deal with any refusal to pay.</p> <p>Q: Has EHCP Needs Assessments been requested for the 3 children in school requiring 1:1 support. A: 2 children's EHCs have been completed and the other has been applied for and we are waiting for.</p> <p>Q: What kind of support/training is being offered to the 3 TA's providing the 1:1 support A: The T.A.'s receive support from the Headteacher as well as the Senior Leadership team. Behaviour training is through 'Team Teach' is also being provided plus any training that is considered beneficial.</p>	

Chair of Governors: Date:

	<p>Q: Are the Published Admission Numbers (PAN) for the Reception Class of 27 able to increase to 30 A: The PAN will remain at 27 as we are unable to accommodate additional pupils. However, other year groups can increase to 30 once our new classroom is in place.</p> <p><u>Section 2</u></p> <p>Pupil Outcomes – it was noted that the report states that ‘End of year data’ was discussed. This should read as ‘End of term’.</p> <p>Action: FT to amend report</p> <p>Q: Is a separate policy required for the pupil in receipt of Early years pupil premium. A: It is felt that the existing Pupil Premium policy is appropriate in this case.</p> <p><u>Section 3</u></p> <p>Q: What is the impact of the formal lesson observations not taking place, is a plan that they were part of being delayed? A: The ability to plan formal lesson observations has been impacted by staff absences. Such observations are valuable and will be scheduled when it is possible to do so. As such informal lesson observations, including learning walks and informal feedbacks, continue to take place. These are seen to be working well with the staff and there are no obvious reasons for formal lesson observations at the moment.</p> <p>Q: What kind of criteria is used to determine whether teaching is Good/Outstanding. A: Criteria that would be used to assess teaching would be based on Ofsted guidance and Teacher Standards (UK Government).</p> <p>Q: Is there a strategy for supporting the children who aren't encouraged to read at home to complete the reading spine. A: The school recognises the difficulty for home reading for some pupils and will be increasing volunteer support to provide 1:1 support for these children. All the children are encouraged to read as wide a range of material as possible on the basis that any reading is better than none. Other initiatives include electronic reading and weekly book assemblies. There is no simple solution to this problem but it is hoped that such initiatives will have some impact.</p> <p>Q: Is MC undertaking NPQH part of succession planning at the school. A: Undertaking NPQH is seen as part of CPD to develop the skills of appropriate staff and is not specific to the school's existing staffing structure.</p> <p>Q: Are there timelines in place for the plans for Senior Mental Health Lead Training, ELSA and Forest School; have the staff members been identified. A: These plans are current and ongoing; MC is undertaking the training for the Senior Mental Health Lead; Mrs Long has commenced nurture support and is ELSA trained and Mrs Gray has completed Forest School training. Mrs Gray now needs to run a number of sessions to be assessed; it is hoped that it will be fully available in September 2022.</p> <p>Q: Can the environment of the Forest School be improved. A: Mrs Gray has made a number of suggestions for improvements and it is planned to incorporate these asap.</p> <p><u>Section 4</u></p> <p>Q: Can the comments for 4.1 in relation to Behaviour be elaborated on i.e. what ‘means’ are the strategies in place reliant on. Has the risk that the ‘means’ won't be available been assessed and can it be mitigated in any way. A: It will sometimes be the case with High Level needs that the strategy recommended would be 1:1 support in a room separate from other pupils. The school does not have sufficient rooms to be able to do this, therefore, there would be a need adapt whenever this is possible.</p>	<p>FT</p>
--	---	-----------

	<p>Q: When the excluded children return to school, what is the impact on the other children in the class</p> <p>A: To minimise any impact on a class where an exclusion has been required, other pupils are not told of the exclusion and re-integration meetings are a feature for the return of a pupil.</p> <p>Q: Are the figures shown the number of children or the number of exclusions that have occurred.</p> <p>A: The figures represent the number of exclusions that have taken place.</p> <p>Q: Is the comment of 'No incidents' correct for the table shown in 4.3.</p> <p>A: No this is incorrect and should reflect that Parents/children have been interviewed and no further incidents have occurred since Restorative Practice was undertaken.</p> <p>Action: FT will amend this item</p> <p>Q: Is there a noticeable improvement in behaviour following an exclusion.</p> <p>A: There is normally a period of calm but in the longer-term the exclusion has not improved the child's behaviour. The ultimate sanction is permanent exclusion when all other avenues have been exhausted.</p> <p>Q: Is any support provided to the child's parents in these incidences.</p> <p>A: Yes, both through the school and other agencies.</p> <p>Section 5</p> <p>Q: Will the adapted SDP be put to the Governors to review the impact of the revised timescales.</p> <p>A: It is planned that the amended document should be finished in time for the July FGB meeting.</p>	FT
7.	<p>SEF</p> <p>A copy of the updated Self-Evaluation Summary was uploaded to GovernorHub prior to the meeting to enable members to review the content and prepare any questions.</p> <p>Governors agreed with the content but felt that it could be stronger in the presentation of all the good points that school has to offer.</p> <p>FT will review the document to make any appropriate changes</p>	FT
8.	<p>Nursery Class Consultation</p> <p>The following motion was proposed:</p> <p>"Following consultation with Oxfordshire County Council, parents and staff it has been formally decided to go forward with the proposal, subject to governor approval, for a Nursery class commencing in September 2022".</p> <p>This motion was agreed by the governors.</p>	
9.	<p>Safeguarding</p> <p>RM has uploaded his visit report to GovernorHub</p> <p>Generally, a positive visit but expressed concerned about the wellbeing of staff in light of specific behaviour issues and the multiple pressures they face.</p> <p>It was also agreed with FT to undertake a safeguarding audit, this would be as a supportive process not a judgemental one.</p>	

10.	<p>Committee Report Back</p> <p><u>Finance & Premises</u></p> <ul style="list-style-type: none"> - Budget forecast update - A figure of up to £1000 was approved to improve the outdoor learning space. <p>It was requested by governors that a letter of thanks be sent to Angus for all the good work he is doing.</p> <p>Action: letter to be sent by Chair</p> <p><u>Performance & Standards</u></p> <ul style="list-style-type: none"> - Discussion on behaviour standards - The beneficial use of pen portraits as a snapshot of each school year. - Recommendation of a letter of thanks to all staff for their efforts in difficult times (sent by JC). Letter was much appreciated. - Possible use of a behavioural specialist known by RM 	JC
11.	<p>Governing Body Matters</p> <p>Health Check Evaluation JC asked all governors to review the 'skills audit' documents that have been uploaded to 'Governor Information folder on GovernorHub. Will governors then complete question of the excel spreadsheet with a score of 1,2,3, or 4 and return to him asap for further discussion at a review meeting on 16th May. Outcomes to be added asap agenda item at a future FGB</p> <p>Action: Complete questionnaire</p> <p>Governor Monitoring Visits Monitoring visits are taking place and governors should contact the school to arrange a suitable date. It was agreed that visit reports should be sent to FT for review prior to posting on GovernorHub.</p> <p>Further to the positive views expressed on Pen Portraits, Governors were asked to send the wording for a brief Pen Portrait for the website to FT as soon as possible. MC will organise photographs - this will make the governors more recognisable to parents.</p> <p>Action: governors to advise wording for Pen Portrait</p> <p>Governor Training Governors were encouraged to review the training available through Oxfordshire Governor Services and book any courses that would be useful to them. This facility is already paid for by the school and so we should make good use of this facility. A new programme for the Spring has just been notified via GovernorHub. Any slides that come with courses taken should be uploaded to the Governor Information folder</p> <p>Action: Review training needs</p>	<p>All Governors</p> <p>All Governors</p> <p>All Governors</p>
12.	<p>Policies for Approval</p> <p>Three policies were uploaded to GovernorHub prior to the meeting for review and consideration:</p> <ul style="list-style-type: none"> - Medical Needs - Social Media - Whistleblowing <p>All policies were approved by governors.</p> <p>Q: Should it be the case that all the policies on the school website should be signed and dated. Also, should it be stated in the case of statutory policies that they are in line with OCC of Government guidelines.</p> <p>A: FT will check what other schools are doing for best practice</p> <p>Action: What is best practice for policies shown on school websites</p>	FT

Chair of Governors: Date:

13.	Urgent Items (raised under item 2) None	
14.	Items for Inclusion on next Agenda None	
15.	Date for Future Meeting SEF Review – 16 th May 6:00pm Performance & Standards Committee - 27 th June 2022 6:00pm Finance & Premises Committee - 27 th June 7:00pm Full Governing Board - 4 th July 6:00pm	

Meeting finished at 7:40pm

DN: 25th April 2022

Documents for the meeting	Sent by	Date on Gov. Hub
Agenda	DN	9 th April 2022
Minutes of FGB meeting on 13 th December 2021	DN	9 th April 2022
Headteacher Spring Report	FT	9 th April 2022
Finance report and budget monitoring spreadsheets	HC	9 th April 2022
SEF	DN	9 th April 2022
Policy documents	DN	9 th April 2022

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
25 th April 2022	3	Check & update declarations	All governors	4 th July 2022
25 th April 2022	4	Sign minutes & file at school	JC	4 th July 2022
25 th April 2022	6	Amend wording in section 2	FT	4 th July 2022
25 th April 2022	6	Amend comment in table 4.3	FT	4 th July 2022
25 th April 2022	7	Review SEF	FT	4 th July 2022
25 th April 2022	10	Letter of thanks to Angus	JC	4 th July 2022
25 th April 2022	11	Complete Healthcheck questionnaire	All Governors	16 th May 2022
25 th April 2022	11	Review training needs	All Governors	4 th July 2022
25 th April 2022	11	Wording for Pen Portraits	All Governors	4 th July 2022
25 th April 2022	12	Best practice for policies on school website	FT	4 th July 2022

Chair of Governors: Date: