



Aston and Cote Church of England Primary School

Cote Road  
Aston  
Bampton  
Oxfordshire  
OX18 2DU

Tel: 01993 850435

Fax: 01993 851915

Email: [office.3120@aston-and-cote.oxon.sch.uk](mailto:office.3120@aston-and-cote.oxon.sch.uk)

Website: [www.aston-and-cote.oxon.sch.uk](http://www.aston-and-cote.oxon.sch.uk)

Headteacher: Mrs Fiona Taylor



## Minutes of the Meeting of the full Governing Body held on Tuesday 5<sup>th</sup> October – commencing 7.00 pm

<b>Present:</b>	David Chadwick <b>(DC)</b> Joe Cox <b>(JC)</b> Peter Dempsey <b>(PD)</b> *Emma Gardner <b>(EG)</b> Mervyn Hudson <b>(MH)</b> Kate Norton <b>(KN)</b> Edward Steel <b>(ES)</b> Fiona Taylor <b>(FT)</b> Philip Wilson <b>(PW)</b>	Co-opted Governor (Co-Chair) Co-opted Governor (Co-Chair) LA Governor Staff Governor Parent Governor Co-opted Governor Foundation Governor Headteacher Parent Governor
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<b>In attendance:</b>	*Melody Chadwick <b>(MC)</b> Harriet Cornell <b>(HC)</b> (arrived 7.25 pm, left 8.20 pm) Don Nash <b>(DN)</b>	Associate Governor School Business Manager  Clerk
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***\*Two Governors were provided with a calendar entry and meeting link to enable them to join the meeting using Microsoft Teams. Unfortunately this link did not work thus both Emma Gardner and Melody Chadwick were unable to participate in the meeting***

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

	Item title	Action assigned to
1.	<b>Apologies for absence and welcome</b>  DC welcomed Governors to the meeting.	
2.	<b>Notification of any urgent business</b>  None	
3.	<b>Declarations of any business or pecuniary interests in agenda items</b>  None to declare in relation to the agenda items. Forms have been received from the following: <b>FT</b> <b>PD</b>  Governors have been asked to check and confirm all their declarations of interest on Governor Hub are up-to-date for September 2021. <b>Action: Clerk to check for any omissions.</b>	<b>DN</b>

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

4.	<p><b>Approval of minutes of the meeting held on 14<sup>th</sup> June 2021</b></p> <p>The minutes had been circulated via Governor Hub and were approved. Action to be completed regarding preschool numbers to be added to Governor Hub - Point 50.21</p> <p><b>Action: FT to check preschool numbers added to Governor Hub</b></p> <p><b>Action: DC to sign and leave copies at the school.</b></p>	<p><b>FT</b></p> <p><b>DC</b></p>
5.	<p><b>Headteachers Report</b></p> <p>The report had been circulated via Governor Hub and <b>FT</b> noted that the numbers on roll are very healthy, with 173 pupils in the main school. This does mean that the school is now close to the capacity of 175 pupils. There will be a need to plan carefully going forward as teaching space and large class sizes in KS2 will continue to be an issue. Discussions ongoing on the building of a new classroom but there is no guarantee that this will happen as this is dependent on capacity in the local area and a budget being available from the County Council. It is also unlikely that such a solution would be available within 12 months. Other potential solutions continue to be explored.</p> <ul style="list-style-type: none"> <li>- Additional teachers</li> <li>- Split classes</li> <li>- An outdoor classroom</li> </ul> <p>Governors expressed concern that this problem may lead to an impact on quality for both the children, teachers and ultimately OFSTED.</p> <p>Q. Would it be prudent to build a projected deficit planning budget to demonstrate the impact of a solution such as a mobile classroom. This would apply pressure on the authorities to consider a solution.</p> <p>A. Not at this stage, a mobile classroom is also not viewed as the best solution as they tend to become a permanent fixture.</p> <p>Q. Could a class be located into the Computer room.</p> <p>A. The smallest class size is 23 so capacity might be a factor as this is unknown.</p> <p>Q. Can any pressure be applied to the Diocese to assist.</p> <p>A. The Headteacher will follow this suggestion up and ask the question of them whether that be financial or moral.</p> <p><b>Action: FT to write to the Diocese</b></p> <p>Q. Is pressure being brought to bear on the local M.P. Robert Courts.</p> <p>A. The school will to invite him to visit the school and a letter from the governors will follow this visit.</p> <p><b>Action: DC to write to M.P.</b></p> <p>Q. Are there persistent non-attenders which impact the figures.</p> <p>A. Yes and this is being monitored by the school.</p> <p>Q. Can Covid related incidences cause anomalies in the attendance figures e.g. is a PCR test classified as non-attendance.</p> <p>A. A PCR test is an acceptable reason for non-attendance but overall common sense has to be applied.</p>	<p><b>FT</b></p> <p><b>DC</b></p>

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

6.	<p><b>School Development Plan</b></p> <p>The draft report had been circulated via Governor Hub listing the six key priorities. It now required some link governors to be aligned with the tasks contained within these priorities.</p> <p>Governors suggested that some budget costings for the tasks identified would be a useful addition to the plan.</p> <p><b>Action: FT to review costings of SDP priorities</b></p>	FT
7.	<p><b>Finance Report</b></p> <p>HC apologised for the lateness in posting the summary and spreadsheets on Governor Hub, the timing of the meeting was a factor in this.</p> <p>The three-year revenue budget shows a figure of -£30.9k carried forward from 2021/22 and 22/23 and projection of -£21.7k in 2023/24.</p> <p>Currently there are 22 pupils on roll at Windmill 1 and this is predicted to rise to 28 by January 2022. Of the total 19 will be due to start in reception in September 2022; this is not guaranteed but there is every expectation that this will be the case. There are 19 funded children and of these 9 are eligible for 30 hours funding.</p> <p>Q. How many came through from last year's comparative figure. A. The comparative figure was 27 and 22 joined reception.</p> <p>The balance brought forward (-£47.6K) is £8k less than the actual (-£55.5k) as £8k was included in balance brought forward from 2020/21. This amount having been spent on ActivAll and playground markings.</p> <p>SEN funding has been granted for 2 children, a payment was made in June and further payments are expected. Q. How much additional funding is expected. A. £6k is expected for the 2 children.</p> <p>The school received grants totalling £1311 from two local charities. Governors requested that a letter of thanks should be sent.</p> <p><b>Action: DC to write letter of thanks</b></p> <p>The school has accumulated 3 years of capital income. Expenditure of at least £5.6k must be made from the capital budget this year to ensure the school does not exceed the capital excess balance (a total of three years capital funding).</p> <p>The following options were discussed to utilise this budget:</p> <p><b>Electronic Whiteboards</b> A maximum of 8 boards are required @ £1700 each. To get the maximum efficiency around fitting, a quantity of 4 or 5 would be the initial optimum requirement. Could be delivered next month. Cost for 8 boards £13.6k</p> <p><b>Fire &amp; Security Alarms</b> Supplied separately at the moment and both likely to need replacing within the next 12 months. The decision on the new classroom is also a factor in proceeding with this. Cost approximately £10k. Q. Should the school look at a cost for both a single supplier for both systems as well as a cost for supplied separately. A. Yes cost options will be obtained</p> <p><b>School Website</b> E for Education (school specialists) quote a cost of £1595 for 3 years including maintenance and updating. For an additional £1k can link to an App which allows for greater flexibility and could replace 'parent mail'.</p>	DC

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

	<p>Q. Are there other areas that could be considered for this spending e.g. Reading Hut, Nurture Shed or other outdoor projects. A. At this point in time it is considered that whiteboards are more essential than an outdoor facility.</p> <p>Q. Could the school maximise its' available budget for these items by forward committing on expected future Capital Expenditure and using revenue in the meantime. A. It is not known if this permissible.</p> <p>Once clearer costings for all options are known the Board can consider the best-value route.</p> <p><b>Action: HC Investigate options and costs and present at the next governing Board meeting</b></p> <p>The school broadband contract is due to expire in March 2022, considering Gigaclear as the new provider of this service.</p>	HC
8.	<p><b>Standing Orders 2021-22</b></p> <p>No major changes These were approved and will be printed out and signed by DC for filing at the school.</p> <p><b>Action: DC to sign and file at school</b></p>	DC
9.	<p><b>Schedule of Work 2021/22</b></p> <p>These were noted and agreed, recognising that they are a working document subject to additions as required.</p>	
10.	<p><b>Committee Structure Review</b></p> <p>The committee structure will remain unchanged: P&amp;S: <b>FT, JC, DC, KN, PD, ES, (MC or EG)</b> F&amp;P: <b>FT, JC, DC, KN, PW, MH, (MC or EG)</b> Additional working parties will continue for this year as follows: SDP Quality of Education – <b>PD.</b> Behaviours and Attitude – <b>All (Dave Chadwick)</b> Personal Development – <b>KN</b> Leadership and Management – <b>JC, KN</b> CofE – <b>ES</b> Premises – <b>MH</b> <b>Pay – JC, KN, MH, PW</b> <b>Complaints – JC, PD, MH, KN, ES + newly appointed governor.</b> <b>Buildings – FT, DC, PW, MH, ES</b> <b>Headteacher Appraisal – JC, PD, PW</b> <b>SIAMS – ES, Janice Collier.</b> <b>Pupil Premium – DC</b> <b>SEND – MH</b> <b>Wellbeing – KN</b> <b>Preschool – Claudia Harris.</b> <b>Health and Safety – PW</b> <b>Staffing: JC, PD, FT, MC</b></p> <p>Discussion took place on the Terms of Reference for the sub-committees and it was agreed that when the Committees next meet they should agree Terms of Reference for the sub-committees.</p> <p><b>Action: Committees to propose ToR's</b></p>	Comm's

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

	<p><b>Q.</b> Can governor visits re-commence</p> <p>A. Yes but will need to co-ordinated with the school</p> <p><b>Q.</b> Should a lateral flow test be taken prior to the visit</p> <p>A. Yes that would be helpful</p> <p>It was agreed that governor visit reports were a weakness that needs to be addressed.</p> <p><b>Action: DC to produce a visits framework</b></p>	<b>DC</b>
<b>11.</b>	<p><b>Governing Body</b></p> <p>The Staff governor vacancy has been filled by Emma Gardner who was the only nominee and her term commences from the 1<sup>st</sup> October 2021. There is currently 1 Parent Governor vacancy and 1 due to expire in October. The school will organise an election for these two positions.</p> <p><b>Action: FT to organise election</b></p> <p>Governors were reminded to add their own training details to Governor Hub, or to send details and dates of training to <b>DN</b> for updating.</p> <p>Governor training courses are taking place online and governors are reminded to view Governor Hub for available courses.</p> <p><a href="#">GovernorHub</a></p>	<b>FT</b>
<b>12.</b>	<p><b>Policies</b></p> <p>The policies for approval had been circulated via Governor Hub and were agreed by governors.</p> <p><b>Action: copy to be signed by DC and filed at school</b></p>	<b>DC</b>
<b>13.</b>	<p><b>Safeguarding</b></p> <p>The updated Keeping Children Safe in Education guidance had been circulated and Governors were asked to confirm that they had read this using the tab on Governor Hub</p>	
<b>14.</b>	<p><b>Head teacher Appraisal Panel Membership and dates</b></p> <p>The panel will consist of <b>JC, PD, and PW</b>. The first meeting is to be scheduled</p> <p><b>Action: Meeting to be arranged</b></p>	<b>Panel members</b>
<b>15.</b>	<p><b>Urgent Items (raised under item 2)</b></p> <p><b>None</b></p>	
<b>16.</b>	<p><b>Distinctiveness as a Church of England School</b></p> <p><b>ES</b> reported that he attended an RE day where governors were able to view RE books. The theme was on God/People of God and the children were very engaged in what was an excellent day.</p> <p>Vision and values postcards will be sent to the parents of pupils to mark a notable contribution from the child.</p> <p>A SIAMS inspection is expected between Christmas and Easter so a reminder to Governors of the need to be aware of the school's values, vision and distinctiveness.</p>	

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

<b>17.</b>	<b>Items for Inclusion on next Agenda</b>  <ul style="list-style-type: none"> <li>- Refine the focus on governor visits</li> <li>- Governors Healthcheck evaluation</li> </ul>	
<b>18.</b>	<b>Date for Future Meeting</b>  <b>Full Governing Board: Monday 13<sup>th</sup> December 7:00pm</b>	

Meeting closed at 9:20pm

DN: 5<sup>th</sup> October 2021

<b>Documents for the meeting</b>	<b>Sent by</b>	<b>Date on Gov. Hub</b>
Agenda	<b>DN</b>	27 September 2021
Minutes of FGB meeting on 14 June 2021	<b>DN</b>	27 September 2021
Headteacher's report	<b>FT</b>	28 September 2021
Finance report and budget monitoring spreadsheets	<b>HC</b>	5 October 2021
Standing orders 2021-22	<b>DN</b>	8 October 2021
Annual Schedule of work 2021-22	<b>DN</b>	8 October 2021
Safeguarding policies	<b>FT</b>	28 September 2021

### Action Log

Meeting Date	Item Number	Action	Owner	Deadline
5 <sup>th</sup> October 2021	3	Check for any omissions	<b>DN</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	4	Check preschool numbers added to Governor Hub	<b>FT</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	4	Sign & file minutes	<b>DC</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	5	Letter to the Diocese	<b>FT</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	5	Letter to Robert Courts (MP)	<b>DC</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	6	review costings of SDP priorities	<b>FT</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	7	Letter of thanks to charities	<b>DC</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	7	Options and costs	<b>HC</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	8	sign standing orders and file at school	<b>DC</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	10	Terms of Reference proposal	<b>Committee members</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	10	Governor visits framework	<b>DC</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	11	Election of Parent Governors	<b>FT</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	12	Sign and file policies	<b>DC</b>	13 <sup>th</sup> December 2021
5 <sup>th</sup> October 2021	14	Schedule meeting of Headteacher Appraisal Panel	<b>Panel members</b>	13 <sup>th</sup> December 2021

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