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 Headteacher: Mrs Fiona Taylor



**Minutes of the Meeting of the full Governing Body held at the school on Monday 3<sup>rd</sup> February - commencing 6.00 pm**

- Present:**
- |   |                     |
|---|---------------------|
| David Chadwick (DC)                     | Parent Governor     |
| Melody Chadwick (MC)                    | Staff Governor      |
| Janice Collier (JColl) (left 7.50pm)    | Foundation Governor |
| Joe Cox (JC)                            | Parent Governor     |
| Peter Dempsey (PD)                      | LA Governor         |
| Claudia Harris (CH)                     | Co-opted Governor   |
| Fiona Taylor (FT)                       | Headteacher         |
| Philip Wilson (PW)<br>(arrived 6.05 pm) | Parent Governor     |
- In attendance:**
- |  |                         |
|--|-------------------------|
| Harriet Cornell (HC)<br>(arrived 7 pm) | School Business Manager |
| Lucy Dickinson (LD)                    | Clerk                   |

Item and description	Actions
36.20 - Welcome and apologies	
CH welcomed Governors to the meeting. Apologies were received and accepted from Edward Steele (ES: Foundation Governor). MC has taken on the position of Staff Governor during EG's maternity leave - LD to inform Governor Services. The meeting was quorate (8 Governors present of 9 in post) and was opened at 6.00pm by CH.	LD- done
37.20 - Notification of any urgent business	
FT requested that Governors consider the adoption of a Social Media policy, and tabled hardcopies of a policy from OCC. Governors asked: Q. Who will this cover? A. It is for the school's use to offer guidance to staff. Q. Can the school compel staff to adhere to it outside of school hours?	

<p><i>A. If Governors agree to the policy, staff will be informed, but in general the policy makes recommendations for best practise rather than mandatory commands. Governors discussed the use of WhatsApp groups and other social media, and agreed that the policy offered helpful advice and guidance.</i></p> <p><i>Q. Will staff need training?</i></p> <p><i>A. FT thought that reading the policy should be sufficient, but if it transpired that training might be useful, this could be discussed.</i></p> <p><i>Q. Should the policy also apply to Governors?</i></p> <p><i>A. This was agreed to be wise - FT to amend the OCC version to include Governors as well as staff. CH signed on behalf of the Governing Body.</i></p>	<p><b>FT</b></p>
<p><b>38.20 - Declaration of interests including update to the register</b></p>	
<p>The attendance register was signed and passed to <b>LD</b> for filing.</p>	<p><b>LD</b></p>
<p><b>39.20 - Approval of the minutes of the meeting held on 10 December and matters arising</b></p>	
<p>The minutes from 10 December were approved, signed by <b>CH</b> and passed to <b>FT</b> for filing. <b>LD</b> to send electronic version for website. There were no matters arising which were not included elsewhere on the agenda.</p>	<p><b>FT, LD</b></p>
<p><b>40.20 - Headteacher's report</b></p>	
<p>The report had been circulated via Governor Hub. <b>FT</b> explained that although pupil numbers had risen, these children had joined the school after the census date, so funding would not be received until next year. In addition, some of the new pupils had SEN, which was causing additional work. Year 2 is now full. Governors asked:</p> <p><i>Q. If more parents approach the school to ask for places, is acceptance at the school's discretion?</i></p> <p><i>A. FT was not sure - to check with OCC.</i></p> <p><i>Q. How does the school feel about the attendance figures?</i></p> <p><i>A. Attendance has been fairly steady - there have been significant levels of illness this winter, but any children whose attendance is cause for concern are being monitored, and there is an improving picture.</i></p> <p><i>Q. The higher number of pupils with SEN (from 14 to 20) must be impacting on staff and other pupils. Could FT say more about how this has arisen and is being managed?</i></p> <p><i>A. At least three of the pupils are new to the school, some of the others have arisen from assessment of needs. The increased workload for the SENCo is substantial, and she is also the teacher with the largest class. FT agreed that she and the Governors need to consider how to reallocate resources to give the SENCo more time to do this role, as well as considered the important role of TAs in managing this situation.</i></p>	<p><b>FT</b></p>

This will be considered by the newly proposed staffing working group (see item 44.20).

*Q. Is the situation manageable while discussions are underway?*  
*A. Not really; FT is covering some of the work. Governors discussed taking money from next year's budget to help with cover. It was also noted that the school could refuse further pupils with SEN if they are unable to manage (but FT pointed out that when some of the current pupils joined the school they did not have declared needs).*

*Q. Can the LA be approached for additional support?*  
*A. Yes, but all of this takes time. Staff are being given more training.*

*Q. Is there a link between this and the increase in physical/verbal abuse incidents?*  
*A. Yes, and this is affecting staff wellbeing, but the situation is being carefully managed.*

*Q. Could the school consider a reduced/managed timetable?*  
*A. This was a possibility, but FT feels that they are seeing improvement due to the strategies already being put in place. The school will discuss further with the LA.*

*Q. Does the school have a proposal for how to adjust staffing?*  
*A. This discussion has not yet been had with staff, but will be considered in order to give advice to the governor working group.*

**Pupil outcomes:** another writing assessment had been carried out, as results discussed at the last meeting had been low (being based on measuring pupils against the end of year targets). The new results were teacher assessed, and staff felt they gave a more accurate picture, although FT felt some staff had interpreted things differently. There are still areas for concern, particularly with the Year 3 cohort, but the outcomes for Years 1 and 2 had improved, and there were more pupils reaching exceeding expectations in the upper part of the school. Governors discussed the impact of staffing on the different year groups and asked:

*Q. Is there anything which can be done to give additional support within the financial constraints faced by the school?*  
*A. FT said a support plan was being put in place, and external advice was being sought for supporting the NQT (as well as support from other staff at the school).*

*Q. Have the results been moderated for Year 3?*  
*A. Yes, but there are still concerns about losing ground with this cohort.*

**Quality of Teaching and Learning**

*Q. Could FT include separate percentages for outstanding and good teaching in future reports? FT agreed to this.*

FT

## 41.20 - SEF

The new SEF, which uses the headings from the new Ofsted framework, had been circulated via Governor Hub, and PD had sent some comments by email. The visit from the external school support had been delayed as his school had an Ofsted inspection. Governors asked whether he might be available to speak to them - FT to ask.

FT

Governors asked:

Q. Could FT explain what was meant by a review of approach to teaching Reading, Writing and SPAG, particularly in KS1 (section 3)?

A. FT said that the staff in KS1 didn't feel that the new text-based approach worked in isolation for the younger pupils- some adaptation needed.

Q. Will the modifications be sufficient?

A. These would not just be 'tweaks', but would involve taking the most successful elements of the text-based approach and combining these with the areas of talk for writing which had worked well in the past. Governors will expect to see signs of progress for the next meeting and data drop. It was also noted that some year groups had taken part in writing moderation with another school, and that the school had been moderated for its SATs writing last year, so FT felt that staff were being realistic.

Q. How readily can the new English results be scrutinised?

A. There will be a writing assessment each half term, and moderation will continue.

Q. Does FT feel that the issues have been resolved and that there is 'buy-in' from staff?

A. The Link Governor for English (PD) felt that progress is now required to be made, so that Governors are fully empowered to monitor progress and that data collection and performance are now better aligned.

Website: FT reported that the new website was now live, but that not all documents were updated with the newest versions. Hopefully training will take place this week, and FT will ensure all updates are made (possibly with help from Governors to review and check the site). The statutory requirements will also need to be checked (see <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>).

FT

Governors thanked Kate Clark and Elaine Tuffery for working on the website.

Governors asked whether a future P&S committee meeting could include a 30-minute session on the assessment strategies and techniques, to ensure that Governors are fully informed and understand how assessments are designed and carried out: P&S agenda item.

LD-agenda

42.20- Early Years' review	
<p>The report from the review carried out on 14 January had been circulated, and commentary was included in the HT report. Governors noted the outstanding practise in Windmill 2, which had led to the school receiving visits from teachers from other schools. However, the take-over of preschool, which is not yet operating to the same standards, meant that a current inspection of the entire EYFS would probably lead to a 'requires improvement' rating. <b>FT</b> outlined some of the plans and support already in place, and reassured Governors that there were no outcomes from the review which were unexpected. <b>OCC</b> have offered additional support to help improve the situation before any future Ofsted inspection. Governors asked:</p> <p><i>Q. What is the timeline for improvement?</i></p> <p><i>A. There are some 'quick fixes' which have already been implemented, and other longer-term changes. A Preschool Governors' group would be helpful to support the process.</i></p> <p><i>Q. Will another review take place in the summer to monitor and check for progress?</i></p> <p><i>A. FT thinks this will not be required, as the OCC support person will be monitoring and reporting anyway.</i></p>	
43.20 - Budget monitoring	
<p>(7.00 pm <b>HC</b> arrived)</p> <p>The budget spreadsheets and report had been circulated via Governor Hub, and <b>HC</b> noted the following:</p> <p>The Period 9 budget monitoring shown was to the end of December 2019. The new School Financial Value Statement (SFVS) requires the school to report budget monitoring to the Governors six times a year, which will not fit with the current meeting schedule. For FGB meetings figures will be circulated via Governor Hub, with <b>JC</b> (as Chair of F&amp;P) to discuss with <b>HC</b> and report to Governors. <b>HC</b> had gone through the figures with the <b>OCC</b> advisor (Jane Mason) and could get another support session if required.</p> <p>The projected carry-forward has increased very slightly, but the budgeted carry-forward remains the same. The budget deficit includes the preschool transfer money, but there is still £11.8k which must be ring-fenced for spending on Windmill 1. Governors asked if the money could be transferred to a higher interest account, with <b>HC</b> and <b>FT</b> advising that the funds need to be available to address the issues with Windmill 1 - this will be discussed further by the preschool working group (see 44.20).</p>	
<p>£11.2k had been received as a one-off payment to help cover the increase in</p>	

teachers' pensions - **HC** had to submit period 8 figures, and a further payment will be coming. The insurance payments for staff on maternity leave had also been helpful (and made the insurance worthwhile). **HC** is looking into quotes for stress cover, and **Governors** may need to consider this.

Two of the teacher pay rises had not been in the original budget, and there was additional expenditure for the SEN training. Some staff will also be doing Team Teach training.

Rates had been revalued after the takeover of preschool, with an increase - this will be covered by funding in future years, but required a one-off payment this year. **Governors** felt that this should be allocated to the preschool funds transferred - **HC** to make these changes.

**Governors** discussed the applications for September 2020 (although the process is not yet complete - about 20% not yet processed). The picture was positive, with 12 first choices (including 11 from preschool) and 20 second choices. Levels of SEN for the preschool children were not known.

The introduction of the 30 hours funding for preschool had been successful and popular, and was felt to be good for the pupils, who then get off to a good start before transferring to the main school. **Governors** debated possible changes to the control over and consistency of sessions offered, and felt that the suggested 4-package offer was reasonable and would help with staffing, planning and parent-child ratio management for 2 year olds. Parents to be offered five mornings, five full days, or 2 ½ days (Monday-Wednesday morning, or Wednesday afternoon to Friday). Parents can apply for 15 hours funding for 3 year olds even if they opt not to use all the sessions. It was suggested that this change be made from September, and that an Open Evening take place to explain the benefits to parents. This offer would still be more flexible than any of the other preschools in the area. Unfunded two year olds would be offered morning sessions if committing to 2 sessions or more - staff felt that afternoon sessions were unsuitable for this age group anyway.

IT: **Governors** discussed the need to upgrade to Windows 10 and asked:

Q. Were there any grants available to help meet the costs of new laptops?

A. **MC** to investigate and also look at whether any local companies could help (Parent Mail to be sent). The possibility of leasing was also discussed.

Q. Is there money in the budget for this?

A. Yes, there are funds in the capital budget which could be used. The server is also nearly 5 years old and will be more expensive to replace. **HC** getting other quotes.

**Governors** noted the upcoming retirement of the caretaker, who has a lot of



<p>knowledge and skills (including H&amp;S) and will be difficult to replace. He has written a job list, and is willing to be flexible about leaving date and help with a handover. The possibility of asking him to continue doing some occasional work on H&amp;S was discussed. Staffing group to consider how to proceed.</p> <p>One Governor asked if future budget monitoring spreadsheets could include an updated 3-year bottom line forecast to help Governors keep up with the changing longer-term picture - <b>HC</b> agreed to this.</p>	
<p><b>44.20 - Committee structure and work</b></p>	
<p>Governors reviewed the current committee structure and potential for delegation of some items to working groups. The following were agreed:</p> <p>Governor development and evaluation questions: <b>PD</b> and <b>DC</b>                  Staffing working party: <b>CH, FT, PD</b>                  Preschool: <b>CH, PD, MC</b>                  Buildings: <b>HC, FT, PW, JC</b>                  SIAMs: <b>JColl, ES, FT</b></p> <p>Complaints (agreed at FGB on 29 April 2019): <b>JC</b> and <b>ES</b> - <b>CH</b> to ask <b>PW</b> to be the third panel member if the need arises.</p> <p>Committee membership for the formal committees will remain as currently (P&amp;S: <b>CH</b>-Chair, <b>PD, DC, FT, MC, JColl</b> and F&amp;P: <b>JC</b>-Chair, <b>PW, ES, FT, DC, CH, HC</b>). The working groups are more temporary and smaller in order to respond to current issues facing the school, but can be reconsidered at the start of the next academic year to decide if any should become committees with terms of reference etc. Working group meetings to be minuted by a governor present at the meeting and reported back to FGB.</p>	<p><b>CH</b></p>
<p><b>45.20 - Safeguarding report</b></p>	
<p>The report had been uploaded to Governor Hub, and <b>CH</b> will visit as Safeguarding Governor to go through the report and sign-off for submission online. Governors were happy with the report, and asked about the new online system for recording safeguarding concerns (My Concern). <b>FT</b> reported that one session of training had taken place, and the system looked excellent and should help with behaviour management as well as safeguarding. File transfer to Secondary School will be easier (some use the same system). Governors suggested that future online training sessions could be recorded for play back and reference, both for staff and Governors.</p>	
<p><b>46.20 - Distinctiveness as a Church of England school</b></p>	
<p>The Vision evening had taken place on 21 January and was successful, with a good turn-out. The PowerPoint presentation had been adapted into a leaflet</p>	

<p>which was sent out to parents and will be put on the school website. <b>JColl, ES and FT</b> to meet soon to discuss further work on the Christian ethos, and a visit upcoming regarding Prayer spaces.</p> <p>Governors discussed other upcoming Governor visits, and agreed that it would be helpful for Governors to attend some of the staff meetings or other events such as writing moderations as observers. <b>FT</b> to inform Governors of any upcoming appropriate occasions, and Governors to use these visits to 'close the loop' to ensure that changes in practise are having the desired impact. Governor mornings will also continue, with the next proposed week for visits being for STEM week (commencing 16 March).</p> <p>There is a <a href="#">Governor Reports folder on Governor Hub</a>, although this has not had anything added for several years.</p>	<p><b>FT</b></p>
<p><b>47.20 - Date of next meetings</b></p>	
<p>Monday 23 March (committees), <b>Wednesday 29 April</b> (change of date - <b>FT</b> speaking to Parish Council on 27<sup>th</sup>), Monday 13 July all at 6 pm. Dates and linked folders have been added to Governor Hub.</p>	

The meeting closed at 8.15 pm.

<b>Documents for the meeting</b>	<b>Sent by</b>	<b>Date on Gov. Hub</b>
Agenda	LD	26 January 2020
Attendance sheet	LD	tabled
Minutes of FGB meeting on 10 December 2019	LD	11 December 2020
Headteacher's report	FT	24 January 2020
Maths and Writing data	FT	3 February 2020
SEF	FT	24 January 2020
Early Years; review	FT	24 January 2020
Finance report and budget monitoring spreadsheets	LD	31 January 2020
Safeguarding audit report	FT	1 February 2020