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**Draft Minutes of a meeting of the Full Governing Body  
Thursday November 22<sup>nd</sup> 2018 at 7pm at the school**

The meeting began at 7.00pm

Item	Discussion	Action
	<p><b>Present:</b>            Catherine Archard (CA) Staff Governor            Elaine Bardwell (EB) Foundation Governor, Chair            Chris Brewer (CB) Local Authority Governor, Vice Chair            Hal Drakesmith (HD) Foundation Governor            Lynden Guiver (LG) Foundation Governor            Will Hogg (WH) Parent Governor            Simon Jones (SJ) Co-opted            Tara Lynch (TL) Parent Governor            Rosalind Owen (RO) Head Teacher</p> <p><b>Apologies:</b>            Freda Hughes (FH) Foundation Governor            Tina Mundy (TM) Foundation Governor            Anne Pearsall (AP) Foundation Governor</p> <p><b>In attendance:</b>            Lydia Robinson (LR) prospective Foundation Governor            Carol Worthington(CW) LA Clerk</p>	
1.	<p><b>Welcome, apologies and quorum</b>            CB welcomed all to the meeting which was quorate. EB said a prayer.</p>	
2.	<p><b>Declaration of any urgent business</b>            None declared</p>	FGB
3.	<p><b>Declaration of business/pecuniary/other interests in agenda items</b>            None declared.</p>	FGB

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4.	<p><b>Governance Business</b></p> <p><b>a. Parent governor appointment:</b> Tara Lynch (TL) is the new Parent governor; she has replaced Chris Brewer (CB) who has now become the Local Authority governor.</p> <p><b>b. Foundation governor appointment:</b> Lydia Robinson (LR) was present as an observer, she is considering becoming a Foundation governor. The school still needs one more Foundation governor. EB, CB and HD all reported that they knew people who might be interested. <b>Action: EB, CB, HD to contact possible Foundation governors</b></p> <p><b>c. Committee structure/governor positions:</b> The new committee structure for this coming year is:</p> <ul style="list-style-type: none"> <li>• The Resources Committee has met; SJ was appointed Chair</li> <li>• The Curriculum Committee continues in the same format as last year</li> <li>• The Community and Safeguarding committee has yet to meet.</li> </ul> <p><b>d. Committee terms of reference:</b> All three committee terms of reference are now drawn up, using SJ's model for Resources; they were all formally adopted at this meeting</p> <p><b>e. Get Information about Schools (GIAS) website:</b> Governors checked their information as it appears on the GIAS website; new governors provided their information. <b>RO will update on GIAS.</b></p> <p><b>f. Governor biographies:</b> RO and CB requested that all governor biographies be complete by the end of next week (Friday, November 30<sup>th</sup>), so that these can be added to the school website. Longer biographies for the school Newsletter would also be welcome from the new governors. RO thanked governors who took part in the recent Parents' meeting. <b>Action: Governors to make sure that their short biographies for the website and longer biographies of recently appointed governors be completed by the start of December.</b></p>	<p>EB CB HD</p> <p>RO,CB</p> <p>FGB</p>
5.	<p><b>Minutes of meeting October 11<sup>th</sup> 2018</b> After one minor query, the minutes were accepted as a true record of the meeting, signed by the Chair EB and filed by the school.</p>	
6.	<p><b>Matters arising</b> All the action points had been dealt with, but there was still no governor, apart from EB, trained to do the HT performance management, due on December 10<sup>th</sup>. <b>EB explained the procedure and promised to contact the external consultant to see if this can be done with a governor awaiting training – Action</b></p> <p>There were no further matters arising.</p>	<p>EB</p>
Governor questions and challenge highlighted in italics		
7.	<p><b>Long Term Strategy</b> RO has used the model recommended in 'Leadership Matters', to organise the strategy document, which is on GovernorHub.</p>	<p>RO</p>

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	<p>CB queried the addition of metacognition to the document, RO said that the recent course she had attended on Tackling Educational Disadvantage had highlighted the Education Endowment Foundation's report on metacognition and self-regulated learning – essentially about how children monitor and purposefully direct their learning.</p> <p>She will be passing on her Long Term Strategy document to governors to look through and pass on their comments within the next two weeks, by email to RO direct. <b>Action – all governors to do this</b></p>	FGB
8.	<p><b>Pupil progress and attainment</b></p> <p>Covered in the HT Report document, already circulated to governors.</p> <p>RO had attended a Data conference held today (22.11.2018) which included a talk by Ofsted's Sean Harford. She had learnt that, under the new inspection framework, Ofsted do not expect to see spreadsheets and will not drill down on data during inspections.</p> <p>The data for each year given in her report is what teachers are currently predicting.</p> <p>EB: <i>Year 4 seem to present a concern, based on the projections to reach Age Related Expectations in RWM combined by Summer 2019?</i></p> <p>RO: Year 4 had 4 new children start this year, 2 from other countries; more information about their attainment would be available by the end of term. The next report will reflect tests and other evidence in January.</p> <p>WH: <i>How is this fed back to parents, if at all?</i></p> <p>RO: They will be able to talk to teachers about their children.</p> <p>The current internal information is confidential, information on year groups that are Pupil progress meetings concentrate on children who are not meeting expectations: governors should not be worried; RO has had conversations with staff.</p> <p>SJ: <i>If this becomes serious, it should come back to the GB asap.</i></p> <p>EB: <i>The curriculum committee keeps an eye on this. <b>Action point</b></i></p> <p>CB: <i>Do parents realise when we do well?</i></p>	RO & SLT Curriculum Committee
9.	<p><b>Headteacher's Report</b> (Previously circulated on Governor Hub)</p> <p>RO will continue to speak with parents about absence.</p> <p>RO reported on the circumstances of two children who have left the school recently.</p> <p>Governors discussed provision and support for SEN children in particular and RO outlined what is in place in school currently.</p> <p>CA: A recent visitor to the school, the Olympic sprinter James Dasaolu was really inspiring: he held children spellbound as he talked for an hour. He really inspired the children, as he explained that he felt different at school, but worked hard and succeeded in achieving his goals in life.</p> <p><b>CPD:</b></p> <p>The introduction of the new handwriting scheme is improving children's handwriting – teachers have higher expectations of the presentation of work and children are pleased with the challenge.</p> <p>CA: The school has given up its 'Storytelling school' status so that teachers are freer to focus on high quality books e.g. The Lion, the Witch and the Wardrobe'.</p>	All staff FGB

	<p>The PTA has funded class sets of some books and some of these were recommended at the <i>Tackling Educational Disadvantage</i> Conference attended by RO and EJB (SENCo).</p> <p><i>SJ: Role of the Arch Reader</i></p> <p>The Arch Reader volunteers to work with children, helping particularly with reading and building self-esteem.</p> <p><b>Dates:</b></p> <p>Governors were all invited to the school Christmas Lunch on December 14<sup>th</sup>, in order to enjoy a 'Happy Face' Christmas pudding!</p> <p><b>Action: governors to respond to invitation.</b></p>	FGB
FGB	<p><b>School Improvement Plan 2018/19</b></p> <p>Previously circulated to governors via Governor Hub</p> <p>RO: Areas highlighted in green are those which are well in hand</p> <p><i>SJ: Do governors have to sign off the SIP?</i></p> <p>RO: Are they happy with the document?</p> <p><b>Action agreed: the Governing Body need to sign up to their expected role of monitoring the progress and impact on school improvement of the SIP throughout the year.</b></p>	FGB
11.	<p><b>Policy and Guideline documents (standing item)</b></p> <p><b>A) SEN Report</b></p> <p>RO has made amendments to the report in line with suggestions from governors at the previous FGB meeting. The report will be put on the school website.</p> <p><b>General questions:</b></p> <p>a) <i>Why does the school not put all children with some additional need on the SEN Register?</i></p> <p>They can get support without being on the SEN Register. For children with specific need the school does apply for Education Health and Care plans.</p> <p>b) <i>Perhaps the SEN governor (AP, absent) should see this first?</i></p> <p>c) <i>Should we be more aware of <u>well-being</u>, in the light of the discussion in section 9.</i></p> <p>d) <i>Governors show concern – how can parents be reassured?</i></p> <p><b>Response:</b></p> <ul style="list-style-type: none"> <li>• They can see GB minutes on the website</li> <li>• Parents of SEN children have 3 additional meetings with teachers during the year</li> <li>• The school pays for an Education Psychologist to attend on three days a year</li> <li>• The school has a very experienced SENCO</li> </ul> <p>St Nicholas School was mentioned, RO explained that this school has specialist staff because the school has Communication, Interaction, Resource Base.</p> <p>NB: The school does not publish internal data, only national</p>	

	<p><b>B) Pupil Premium Strategy Statement</b>  RO: This has been updated to include last year’s income, spending and impact. The Year 6 PP group outcomes differ from year to year, because on the specific circumstances of each child  There are fewer PP children across the school this year than last.  CB: <i>we need to check the progress of PP children in the report and delegate close scrutiny to the Curriculum Committee – this to go on the Agenda of every Curriculum committee – Action Point</i></p> <p><b>C) Homework Policy</b>  The updated policy is clear and gives good advice to parents about the time expected, not to let homework get in the way of other worthwhile activities, and what to do if children become distressed.  <i>Governors queried whether homework is set for holidays.</i>  CA: Not generally.  Parents know what homework has been given, because a paper is sent home; primary children do not have homework diaries.  RO reported that the Cherwell Partnership is looking at homework this year, this could potentially have an impact on how we view homework in the future.  CB: <i>Parents would welcome a letter from RO telling them about this policy – Action Point</i>  The Homework Policy was signed off for the time being.</p> <p><b>D) Teachers’ Pay Policy:</b>  This is the Local Authority Policy, which we adopt annually.</p>	Curriculum Committee
12.	<p><b>Safeguarding (standing item) including Annual Report</b>  The Annual Safeguarding Reports contains a few negative responses, but this is a working document – i.e. the ‘state of play’ for 2017-18.  SJ: <i>The school website needs to be fully compliant by Christmas. The website needs to be accessible, with pictures and alternative text for the disabled to understand. Action: RO</i>  The Safeguarding report was then adopted by the meeting and signed by the Chair (EB).</p>	RO
13.	<p><b>Health and Safety (Standing item)</b>  It will cost approximately £1000 to place a keypad on the external door by Year 4, this will allow the door to be kept shut at all times and provide external entry. The school requires three quotes for all works, e.g. all weather surface on trim-trail. Some companies give better service than others.</p>	All Staff FGB
14.	<p><b>Governor learning and development (standing item)</b>  SJ has attended an OCC Governor Induction Training, and can thoroughly recommend it to all governors, but questions whether Foundation Governors have to be on every committee, and whether a governor has to be present on staff interview panels: general discussion indicates that this depends on the type of interview, e.g. always for HT, DH.  SJ: <i>He is usually available for this task.</i></p>	FGB
15.	<p><b>Governor Visit Reports</b></p>	FGB

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	All governors are asked to report all visits, including those to Parents' meetings and to see the head teacher. <b>Action—all governors, at appropriate times</b>	
16.	<p><b>Committee reports</b></p> <p>Audit reports for the Special Purposes account are on GovernorHub. A new Special Purposes account has been opened, it is no longer under OCC.</p> <p>Trip accounts are always misleading, as money is not always in at the right time, when the trip actually occurs.</p> <p>Should the school register as a Charity? To be investigated, –<b>possible Action point</b></p> <p>The 'Little Extras' money has to be for capital expenditure. RO has quotes for updating interactive white boards and projectors but would prefer to be able to spend this money on books, including a new maths scheme.</p>	RO
17.	<p><b>Any Other Business</b></p> <p>There was none.</p>	
18.	<p><b>Correspondence</b></p> <p>There has been none.</p> <p>RO explains the nature of the letters she receives, including 2 historical complaints.</p>	
20.	<b>Meeting ended 8.56pm</b>	

#### Actions from meeting

Governance	<ul style="list-style-type: none"> <li>• contact possible new Foundation governors</li> <li>• all governors complete their biography for school website and Newsletter</li> <li>• all governors to read the Long Term Strategy document and send their comments to RO as requested</li> <li>• GB to monitor the impact on school improvement of the SIP throughout the year.</li> </ul>	RO, EB FGB
Achievement and Progress	<p>The Curriculum Committee to monitor closely the progress of:</p> <ul style="list-style-type: none"> <li>• children in Year 4 as well as all other year groups</li> <li>• Pupil Premium groups throughout the school,</li> <li>• children with SEN</li> </ul>	RO EB Curriculum committee
Well-being	All governors and staff to monitor the well-being of SEN children and their parents.	FGB RO Staff

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