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**Minutes of a meeting of the Full Governing Body  
Thursday 31<sup>st</sup> January 2019 at 7pm at the school**

The meeting began at 7.00pm

Item	Discussion	Action
	<p><b>Present:</b>            Rev. Elaine Bardwell (EB) Foundation Governor, Chair            Chris Brewer (CB) Local Authority Governor, Vice Chair            Hal Drakesmith (HD) Foundation Governor            Judith Davies (JD) Staff Governor            Lynden Guiver (LG) Foundation Governor            Will Hogg (WH) Parent Governor            Freda Hughes (FH) Foundation Governor            Simon Jones (SJ) Co-opted            Tara Lynch (TL) Parent Governor            Rosalind Owen (RO) Head Teacher            Anne Pearsall (AP) Foundation Governor            Lydia Robinson (LR) Foundation Governor</p> <p><b>Apologies:</b>            Tina Mundy (TM) Foundation Governor</p> <p><b>In attendance:</b>            George Southcombe (GS) Prospective Foundation Governor            Catherine Archard (CA) Deputy Head            Carol Worthington (CW) LA Clerk</p>	
1.	<p><b>Welcome, apologies and quorum</b>            EB welcomed all and opened the meeting with a prayer.            Apologies were received and accepted from TM who is recovering from illness and hopes to be back soon.            New foundation governor LR and staff governor JD were welcomed; the meeting was quorate.</p>	
2.	<p><b>Declaration of any urgent business</b>            None declared</p>	
3.	<p><b>Declaration of business/pecuniary/other interests in agenda items</b>            None declared.</p>	

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4.	<p><b>Governance Business</b></p> <p><b>a. Governor appointments:</b> The following appointments have been made:</p> <ul style="list-style-type: none"> <li>– Judith Davies (JD) Staff governor</li> <li>– Lydia Robinson (LR) Foundation governor</li> </ul> <p><b>b. Committee structure/governor positions:</b> The new committee structure for this coming year is now fully set up and running:</p> <ul style="list-style-type: none"> <li>• The Resources Committee: <b>SJ</b> is Chair</li> <li>• The Curriculum Committee: <b>EB</b> is Chair</li> <li>• The Community and Safeguarding Committee has no Chair currently.</li> </ul> <p><b>FH</b> volunteered to become Chair: all governors agreed and accepted this.</p>	FGB
5.	<p><b>Minutes of meeting November 22nd 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></p> <ul style="list-style-type: none"> <li>• Biographies requested from new governors please</li> <li>• EB – thanks to catering staff for the good Christmas lunch, and teachers for inviting governors to it</li> <li>• The discussion about the registering the school special purposes account as a charity remains on-going</li> <li>• Actions: the Curriculum Committee will meet next week</li> <li>• All else has been actioned, so there were no further matters arising.</li> </ul>	EB
<b>NB: Governor questions and challenges highlighted in italics</b>		
7.	<p><b>Long Term Strategy</b> RO thanked governors for their useful comments. The four key objectives still need teasing out: <i>SJ: The first – uncompromisingly high expectations of all children – needs everybody to support this, and produce a learning community where this can happen – all agreed.</i></p> <p>The Governing Body unanimously decided to adopt the Long Term Strategy as a strategic document, to be revisited from time to time. It was agreed that this should be publicised to the whole school and the parent body. Initially, RO will put the document on Governor Hub, accompanied by a draft statement, in the Strategy 2018-2021 Folder. Governing Body contact details, through school office, will be put on the school website, as a simple way in which parents can communicate with governors: all agreed that this would be sensible. RO: she will put a generic governor email address on the website, together with some frequently asked questions and answers. The two parent governors are very keen that this should happen. All governors were invited to circulate at the upcoming parent consultations, taking place on 11<sup>th</sup> and 14<sup>th</sup> February 2019.</p>	<p>RO</p> <p>FGB, all school staff</p> <p>RO</p>

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8.	<p><b>Pupil progress and attainment (standing item)</b></p> <p>Information from end of Autumn Term had been circulated on Governor Hub; RO talked governors through it:</p> <p>Autumn assessments indicate how many pupils on track to reach year group expectations, i.e. by Christmas: emerging; by Easter: developing; by July: expected.</p> <p>Y6 - reported results are cautious, expectation is that more children will reach expected standard by end of May</p> <p>Y5 – realistic, given cohort, but aim is for more children to reach expected standard by the end of the school year</p> <p>Y4 – no significant issues</p> <p>Y3 – academically strong cohort</p> <p>Y2 – realistic, given cohort</p> <p>Y1 – no issues</p> <p>YR – majority expected to reach the Early Learning Goals (ELGs)</p> <p>Teachers have been given achievement targets for each child, some of which are ambitious.</p> <p><i>TL: boys look worse than girls</i></p> <p><i>All governors: this is usual; more SEND are boys</i></p> <p><i>RO: New EYFS (Early Years Foundation Stage) baseline testing is being worked on by NFER (National Foundation for Educational Research); this will be imposed on schools and the testing will reportedly be done using a tablet and will focus on reading, writing and mathematics. It seems significant that none of the other respected EYFS assessment providers have made a bid for the baseline work. RO is confident that current EFYS assessment methods used in school are good and is sceptical about worth of new planned system.</i></p> <p><i>Local Authority is non- committal; it may be that schools will boycott these tests.</i></p> <p><i>EB: Hasn't the usual assessment done in the Reception class been useful?</i></p> <p><i>RO: yes!</i></p> <p><i>The new Y4 times table tests will be live from 2020. These will be computer based and focus on 6,7,8,9 and 12 times tables. Staff have been briefed about need to improve children's times tables facility and we have bought into Times Tables Rock Stars as one means of doing this.</i></p> <p><i>Governors ask if on-going assessment data is too sensitive to convey to parents:</i></p> <p><i>RO: whole school internal data is not suitable for general circulation; parents will be given a short interim report, with current attainment and attendance at the coming parent consultation meetings.</i></p> <p><i>EB and other governors – that seems a good plan.</i></p> <p><b>New governors are reminded that this information is confidential to the Governing Body</b></p> <p><i>SJ: It appears that Pupil Premium (PP) children are significantly below the other groups – is this a pattern?</i></p>	
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	<p><i>RO explained that attainment varies for each individual child and the reasons for lower attainment are varied: specific learning difficulties, poor attendance, less parental engagement, emotional difficulties. The number of children eligible for PP is also reducing, one reason being that children of parents who are studying and with no income seem to no longer be eligible for Free School Meals. PP funding in 2019-20 will be significantly less than the £40k in this financial year. Governors ask what PP funding is spent on.</i></p> <p><i>RO: Emotional Support Worker, teaching assistants (TAs), subsidising school trips, including residential, clubs, music lessons, book bags, Speech and Language therapy, 1:1 tuition.</i></p> <p><i>EB: The loss of Children’s Centres and Sure Start has resulted in lack of basic personal and emotional skills, acquisition of vocabulary. Oxford is now a pilot for a mental health project. It’s important to make school a supportive and fun environment and make the best use of interventions.</i></p> <p><i>The school should continue to pay for trips etc., as children whose parents cannot pay really need the experiences.</i></p> <p><i>SJ: The Special Purposes account is currently holding more funds than necessary which could be used to provide more support. If this takes on charitable status it could attract donations and Gift Aid. Some established Charities already donate for Residentials</i></p> <p><u>SATS comparisons with other Oxford City schools:</u></p> <p>These show the percentage meeting the expected standard in reading, writing and maths (RWM) and progress between KS1 and KS2 for the same subjects. All the schools with higher combined RWM seem to have higher writing percentages, which are initially teacher assessed and subject to moderation. There will always be variation in SATs performance between different cohorts of children.</p> <p><i>Governor asks: What use are these yearly SATs comparisons?</i></p> <p><i>RO: Some parents use them to judge how good a school is; we should concentrate more on writing to bring the school’s position up.</i></p> <p><i>SJ: Some schools may be focusing on specific groups to the detriment of others in order to achieve a higher position.</i></p> <p>NB Ofsted’s new Framework proposals for September 2019 indicate that there will be far less emphasis on data and more on the ‘intent, implementation and impact’ of the curriculum.</p>	
9.	<p><b>Head teacher’s Report:</b></p> <p>This had been previously circulated on Governor Hub, and highlights were discussed.</p> <ul style="list-style-type: none"> <li>Attendance remains an issue, because of extended holidays and some families who do not make sure their children come to school regularly and on time. The question of rewards for good attendance was brought up</li> </ul> <p><i>RO: Some parents hate attendance certificates</i></p> <p><i>Governor: Can individual children be targeted?</i></p> <p><i>RO: Most children are entirely dependent on their parents to get them to school.</i></p> <p><i>Governor: Could they be brought by a friendly parent who lives nearby – or the <b>Walking Bus</b> works for some schools?</i></p>	All staff FGB



12.	<b>Safeguarding (standing item)</b> An audit in December, to review progress since the previous audit in the Summer Term, had a positive outcome. The majority of issues have been fully addressed, the majority of categories are now <b>good</b> with the school's <b>record keeping being judged outstanding</b> . The responsibilities covered by school while Mickey's is in session, still need to be formalized.	RO
13.	<b>Health and Safety (Standing item)</b> Swimming: the PE Governor (FH) needs to formally review swimming procedures used by school and staff who accompany the children need to refresh their training. The Annual on Health and Safety Inspection went well, work is already underway for any areas that needed addressing.	All Staff FGB
14.	<b>Governor learning and development (standing item)</b> All OCC governor training is paid for through school's buy in to Governor Services. Governors should go ahead and choose courses appropriate to their needs. Safeguarding Training must be done using OCC materials; there is a Level 1 training on Monday, March 11 <sup>th</sup> , starting at 7pm in school. Light refreshments will be provided.	FGB
15.	<b>Governor Visit Reports</b> These should be tied to curriculum areas, talking with the subject leader would initially be most useful. There is a form on the Governor Hub for governors to complete when they attend Collective Worship and conduct visits.	FGB
16.	<b>Committee reports</b> All new committees have terms of reference and the Curriculum Committee Community and Safeguarding Committees are due to meet in the next 2 weeks. Among the things discussed by the Resources Committee, was a proposal to increase administrative support in the office. Costing for this will be included in next year's budget.	RO
17.	<b>Any Other Business</b> There was none.	
18.	<b>Correspondence</b> There has been none.	
20.	<b>Meeting ended 9.08pm</b>	

#### Actions from meeting

Governance	<ul style="list-style-type: none"> <li>• All governors complete their biography for school website and Newsletter</li> <li>• All governors to attend appropriate training</li> <li>• GB to continue to monitor the impact on school improvement of the SIP by carrying out appropriate school visits</li> <li>• Provide simple, effective means of communication between parents and GB</li> </ul>	RO, EB FGB
Achievement and Progress	The Curriculum Committee to meet and monitor closely the progress of: <ul style="list-style-type: none"> <li>• Pupil Premium groups throughout the school,</li> </ul>	RO EB

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	<ul style="list-style-type: none"> <li>• children with SEND</li> <li>• Take further steps to improve attendance and lateness</li> </ul>	Curriculum committee
Well-being	<ul style="list-style-type: none"> <li>• Health and safety – staff training for swimming</li> <li>• Consider whether the Special Purposes Account could become a charity account</li> </ul>	FGB RO Staff

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