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**Minutes of a meeting of the Full Governing Body
Thursday May 16th 2019 at 7pm at the school**

The meeting began at 7.00pm

Item	Discussion	Action
	<p>Present: Rev. Elaine Bardwell (EB) Foundation Governor, Chair Chris Brewer (CB) Local Authority Governor, Vice Chair Hal Drakesmith (HD) Foundation Governor Will Hogg (WH) Parent Governor (arrived 7.15pm) Simon Jones (SJ) Co-opted Tara Lynch (TL) Parent Governor Rosalind Owen (RO) Head Teacher Anne Pearsall (AP) Foundation Governor George Southcombe (GS) Foundation Governor Judith Davies (JD) Staff Governor</p> <p>Apologies: Lynden Guiver (LG) Foundation Governor Freda Hughes (FH) Foundation Governor Tina Mundy (TM) Foundation Governor Lydia Robinson (LR) Foundation Governor</p> <p>In attendance: Carol Worthington(CW) LA Clerk Catherine Archard (CA) Deputy Head Teacher</p>	
1.	<p>Welcome, apologies and quorum CB welcomed all. EB said a prayer. Apologies were received and accepted from LG, FH, TM and LR. The meeting was quorate.</p>	
2.	<p>Declaration of any urgent business None declared</p>	
3.	<p>Declaration of business/pecuniary/other interests in agenda items None declared.</p>	

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4.	<p>Governance Business</p> <p>a. Governor appointments: CA was asked if she would be willing to become an Associate Member of the Governing Body. She agreed to this and accepted a term of four years. This was put to a vote and all were in favour.</p> <p>b. Committee structure/governor positions: All Committees have met and are functioning well. There are sufficient governors on every committee, so governors as yet unassigned to a committee have the opportunity to attend any of the three committee meetings in the next three weeks to help them decide.</p>	CA FGB
5.	<p>Minutes of meeting March 21st, 2019</p> <ul style="list-style-type: none"> • The minutes were accepted as a true record of the meeting, signed by the Chair EB and filed by the school. • Minutes of the Budget meeting on February 29th had not been produced by FH owing to illness. Members of the Resources Committee agreed that nothing controversial had been reported, so these were deferred to the next meeting. 	Agenda for next meeting
6.	<p>Matters arising</p> <ul style="list-style-type: none"> • Biographies have been received from new governors and are now on the Governor Hub. • Safeguarding. OCC training courses for swimming will be done. • Governors have tried to book in for training, but some courses have been cancelled. • Charitable Status: awaiting response from the Diocese. • Lock down practice will take place shortly. 	
<i>Governor questions and challenge highlighted in italics</i>		
7.	<p>Pupil progress and attainment (standing item)</p> <p>The majority of children are where they should be in reading, writing and mathematics, for the time of the school year.</p> <p>Y1: Exceeding their targets Y2: Continuing to make progress towards KS1 standards Y3: Meeting targets; new child recently accepted into class Y4: Making good progress Y5: Since end of KS1, the class that has the lowest level of achievement, but progress remains steady. Class teacher is also most cautious in their assessment at this stage of the year. Y6: The highest performing class at the end of KS1. Progress for some children is lower than expected across KS2 and they may not achieve the standard projected at KS1. YR: 90% are on track for GLD (good level of development) by the end of Reception</p> <p><u>Discussion:</u></p>	

	<p><i>Governors question whether Y2 and Y5 are a cause for concern, as they are the lowest achievers.</i></p> <p>CA: A third of Year 2 were below in writing at the end of Y1; seven of them have SEND. They are making better <u>progress</u> than other classes, however.</p> <p><i>Governor: Do children who are very behind the others ever get kept back a class?</i></p> <p>RO: This is extremely rare – and sometimes parents ask for this to happen. There is currently one child in the school in the year below. Sometimes children born very premature, go into the lower year.</p> <p>Y2 progress is very good, but there is not such good progress in Y5</p> <p>CB: <i>Is this a cause for concern?</i></p> <p>RO: No for the class as a whole, the class teacher is cautious in her assessment. There are concerns about individual children.</p> <p>CA: Y2 has additional support in place eg. developing vocabulary: some come from backgrounds with poor language</p> <p><i>SEND Governor: all SEND have low attainment in years 4, 5 and 6, but their progress looks good, except for Year 6</i></p> <p>RO: SEND are given differentiated work in all years, but some start at very low levels. The support provided for SEND children was discussed in more detail.</p> <p>There is an extremely long waiting list for CAMHS.</p> <p><i>EB: Could governors from all local schools get together to help with this?</i></p> <p>RO: This issue is recognised across the Local Authority</p> <p>There is a child mental health crisis in Oxford – this is why the city has been chosen for an NHS pilot scheme involving early interventions: personnel are being chosen from ex teachers, TAs and Education Psychologists and trained at Reading University to carry out this scheme.</p> <p>Some governors reported having attended the recent CAMHS presentation which had made the service sound great, having received £5.5 million extra funding.</p> <p><i>A question arose about the progress of middling ability children:</i></p> <p>CA responds that a TA has had a ‘floating brief’ to do some interventions with these children, mainly extra reading and spelling practice to improve their fluency, comprehension and vocabulary.</p> <p><i>SJ: In Year 6, girls are doing much better than boys.</i></p> <p>RO explained that this was to do with the composition of the class.</p> <p><i>EB: in last year’s Year 6, it was the other way round.</i></p> <p>There was further perusal of achievement tables, explained in some detail by RO and CA.</p>	
8.	<p>Head teacher’s Report: Previously circulated</p> <p><u>Attendance:</u></p> <p>Although attendance remains close to the national average, there are still some problems with families taking time off to have holidays, attend family weddings abroad, and recently, taking 2-4 months’ sabbatical leave.</p> <p>For children with persistent absence not caused by the above reasons, RO speaks to parents, but is considering more a more formal approach.</p>	

<p><u>Staffing:</u> The school has been lucky to receive 15 applicants for one teaching post to replace staff leaving at the end of the Summer term; there may be more resignations, as the last day for notice had not yet passed.</p> <p><u>Statutory Testing:</u> All Year 6 were present, calm, took the tests without fuss.</p> <p>All Year 2 continue to take the tests in small groups, to be completed before half term break.</p> <p><u>Parent communication:</u> Governors agreed on the excellent nature of School News, and congratulated staff and children.</p> <p><u>External Scrutiny:</u> Ofsted inspection of Mickey’s After School Club: Mickey’s has been run for some Years by a Parent Committee which employs school TAs. Though held on the school premises, it is registered separately with Ofsted. Parents volunteers have kept the club running and have done a brilliant job in providing a vital service for working parents. The chairman and treasurer are resigning because their child is in Year 6 and will be leaving the school.</p> <p>There were some shortcomings highlighted in the draft Ofsted report and it is clear that the requirements of running the club are such that they cannot be sustained by non-specialists.</p> <p>With this in view, school leaders are investigating how the system currently works, with a view to taking it over, since up to 18 children attend the After School Club, and their parents rely on it being available.</p> <p>After some discussion, weighing up the pros and cons of the responsibilities involved, including the duty of care to parents and staff who work in the club and the healthy state of the club finances and administration systems, the governing body decided to set up a small sub-committee to take on the work of forming an action plan to enable the school to take over the After School Club. It was decided that the name should be changed when this happens. All governors were in favour of this. The Ofsted report to be posted on Governor Hub as soon as it is published.</p> <p><u>Parents and the school playground</u> The senior leadership team had decided to close the school playground at 3.30pm because parents who gather there after school do not adequately supervise their children and that makes it very difficult for After School Clubs to run smoothly. After hearing the reasons for this closure, including the possibility of safeguarding problems, the governing body agreed with the head teacher’s reasons for this</p>	<p>FGB Action Plan Committee</p> <p>RO</p>
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	action, but expressed the wish that occasionally in the future, parents and children will be able to have similar social gatherings planned to take place in the playground.	FGB
9.	PE and Sports Premium: The PE Report is not yet finished and it was agreed to defer it to the next FGB meeting.	RO
10.	School Improvement Plan 2018/19: <ul style="list-style-type: none"> • This had been previously circulated and governors were pleased to see a good amount of green (completed) items. • Thorough review and partial redesign of curriculum will take place from now on • Development of the PSHE curriculum, which was on hold, is now underway. 	RO Curriculum Committee
11.	Policy and Guideline documents (standing item) None brought to this meeting	
12.	Safeguarding (standing item) No papers brought to this meeting.	
13.	Health and Safety (Standing item) The Stress and Well-being Survey has been done, and has shown that staff response is more positive than the previous year. There has been some absence amongst TAs, but this is not caused by stress at work. There are always back to work conversations when staff have been away.	
14.	Governor learning and development (standing item) None reported; some governors have tried to get on courses which have been cancelled.	FGB
15.	Governor Visit Reports <ul style="list-style-type: none"> • <i>TL reported a visit to the library, where they were impressed by the enthusiastic and knowledgeable librarian.</i> • <i>GS had been to read in Reception, where children were very attentive.</i> • <i>The Science Fair was impressive; a judge was very impressed by one group's work.</i> • <i>CB spoke very positively about Sharing Assemblies, which are of high quality.</i> <p><i>Governors enquired whether there was to be a Talent Show this year – generally considered more likely to be a concert.</i></p>	FGB
16.	Committee reports <ul style="list-style-type: none"> • Resources Committee covered the budget (See section 5) 	

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	<ul style="list-style-type: none"> Admissions had been busy because of the opening of the Swan secondary school. 	
17.	<p>Any Other Business RO: interviews for a new class teacher were due to take place on the following Wednesday: governors were invited to join the interview committee. TL volunteered.</p>	TL
18.	<p>Correspondence None reported.</p>	
20.	<p>Meeting ended 9.15 pm Next meeting July 4th at 7.00pm</p>	

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