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CARE - THINK - INSPIRE - ACHIEVE

Headteacher: Clare Bladen BA (Hons) PGCE, NPQH

**MINUTES OF THE 3rd FULL GOVERNORS' MEETING IN 2014/15
HELD AT SCHOOL ON WEDNESDAY 18 MARCH 2015 AT 7.30pm**

Present: Claire Maxwell (chair) **CM**, Clare Bladen (headteacher) **CB**, Godfrey Cole **GC**, Jenny Crouch **JC** (until 8.45pm), Rebecca Huxley **RH**, Andrew Roland **AR**, David Seymour **DS**, Kelly Faye **KF**

In attendance: Claudi Thomas (clerk) **CT**

1.0 Apologies for absence - approved: Colin Cook **CC**, Matt Cuttle **MC**, Susanna Pressel **SP**
Governors welcomed KF to her first governing body meeting.

Summary of actions – to be carried out by the next meeting, unless stated otherwise

- ESW to investigate whether a legal declaration is necessary to protect the school in case of any incidents after hours
- CB to investigate the use of a temporary barrier and signs in the car park to discourage non-staff members from parking there
- Progress data generally, and for EAL children in particular, as well as behaviour data to be considered at the next ESW meeting
- CM, JC, DS and RH to carry out governor visits on Early Years, behaviour and lunch, and SEN
- AR to circulate the budget to all governors after the meeting on 17 April

2.0 Training for governors, led by Bob Wintringham

Separate notes from this training event which took place from 5.30-7.30pm have been circulated to all governors.

3.0 Notification of Any Other Urgent Business, racial or health & safety incidents (if any)

There were two recent accidents in school. The headteacher was not at school during the first incident and governors asked whether a member of the Senior Leadership Team should always be informed of accidents. In the first incident, a child broke a bone in her foot during breaktime. The office checked the injury but didn't notice the fracture. Back in the classroom, the child didn't complain of any pain, but did not use her foot all day. The office have reviewed procedures after this incident and will in future contact parents if a child has a persistent symptom for an hour or more. The second incident involved a child falling down the stairs while suffering from a headache, resulting in ligament damage.

4.0 Procedural items

4.1 Quorum The meeting was quorate.

4.2 Declaration of Interests relevant to agenda None

4.3 Starring of agenda items No changes were requested.

Signed

Date.....

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5.0 Matters arising from the minutes of 11 December 2014

- RH reported that there was no defibrillator at the community centre. Governors thought that with paramedics based so close at hand (at the railway station), there was no current need for a defibrillator in school.
- Governors discussed health & safety issues linked to after-hours use of the playground and the use of the school car park by some members of the public. Governors agreed that ESW should investigate whether a legal declaration is necessary to protect the school in case of any incidents after hours (**action ESW**). CB should investigate the use of a temporary barrier and signs in the car park to discourage non-staff members from parking there (**action CB**).
- CB reported that a mock-Ofsted inspection will be carried out at St Swithun's, with Botley next in line and West Oxford last (planned to take place before the end of the summer term). It is hoped the mock-Ofsted inspection for West Oxford will happen in time for FGB4, but in any event CB will report on her findings from carrying out visits to the other schools. Governors agreed that the risk of delay was acceptable.
- Governors agreed that (FGB and committee) agendas and draft minutes that have been checked by the chairs should be published on the school website (highlighting these are still in draft form), before they have been officially agreed at the next meeting.

The minutes were approved and signed by the chair as an accurate record of the meeting.

6.0 Report/action points from the Human and Physical Resources (HPR) Committee

AR briefly summarised the discussions that were held at the recent HPR2 meeting. It was agreed at HPR2 that CB was authorised to spend approximately £20k on a fire door for the hall, £11k on renovating the staff room and £21k on ICT. HPR2 also discussed Parent Pay debts, getting the council to renew the rest of the windows, and school office roles. AR will contact the council and urge them to replace the windows.

The chair thanked the members of HPR for their willingness to follow up these recurring issues on behalf of the governing body.

7.0 Headteacher's report

CB talked governors through her headteacher's report, explaining staffing changes and training. It was noted that attendance was seasonally very good. Governors asked whether punctuality was improving, but there had been little progress on this yet. CB was considering introducing a late book to collect evidence of lateness, as the registers didn't always capture this data accurately.

CB had done assemblies on punctuality and used stickers sporadically to reward punctuality. This issue was also raised at parent forum, at which it was suggested that parents should be given more information about early morning activities and should be presented with quotes from teachers and pupils about the disruption caused by late arrivals.

CB reported that the EAL profile of the school was changing to a more North European than wider international profile. Progress data generally, and for this group in particular, as well as behaviour data would be considered at the next ESW meeting (**action ESW**).

KF asked whether we could put a number on the objective that the vast majority of lesson observations were good or better. CB explained that she meant 95% or more with the phrase 'the vast majority', but that she did not want to put this into hard numbers as staff occasionally have off-days.

Governors discussed the standard of presentation in the learning environments. CM asked whether the Year 5 classroom was a good role model, and KF asked whether teachers were taken on 'classroom safaris' to highlight successful environments. CB confirmed both of these.

Governors discussed whether enough governor visits were being arranged and agreed that the following visits would be carried out: Early Years – CM, behaviour and lunch – JC and DS, Special Educational Needs – RH (**action CM, JC, DS, RH**). CC had recently done a Health & Safety visit.

JC apologised for having to leave the meeting early.

8.0 Update on next steps for preparation of school budget for 2015/16

The draft budget will go to HPR members on 22 March, at which point queries should be raised. An HPR subgroup, including CB and Lisa Penton, will meet on 17 April to resolve the remaining queries and to agree the budget. Governors asked for the budget to be circulated to all after the 17 April meeting, giving everyone two weeks for any last-minute questions (**action AR**).

9.0 Other governing body candidates to be offered short-term responsibilities?

It was noted that the terms of office of a number of governors would be coming to an end in two years' time and that some succession planning should be put in place. Governors discussed whether any of the unsuccessful candidates for parent governor could be offered a short-term responsibility, maybe linked to one of the committees, with a view to co-option later on. CM had asked the candidates and only one had expressed an interest. The question was raised whether it was fair to involve them at this stage or whether this amounted to 'cheap labour'.

Governors agreed that everyone should let the chair know 6 months in advance (if possible) whether or not they wished to continue after the end of their term, and also if they were planning to resign early.

10. Governor Training update

Notes had been circulated from the recent clerks' briefing and 'Closing the gap' training, attended by the clerk and Clare Sykes respectively. RH had attended training on the SEN reforms and DS had attended the Induction training, in which emphasis had shifted even more towards being strategic.

The meeting closed at 9pm.

Date of next meeting: 9 July 2015, 5.30pm at WOCPS