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CARE - THINK - INSPIRE - ACHIEVE

Headteacher: Clare Bladen BA (Hons) PGCE, NPQH

**MINUTES OF THE 2<sup>nd</sup> FULL GOVERNORS' MEETING IN 2015/16  
HELD AT SCHOOL ON THURSDAY 10<sup>th</sup> DECEMBER 2015 AT 5.30pm**

**1.0 Present:** Andrew Roland ~ parent governor (chair) **AR**, Clare Bladen (headteacher) **CB**, Rebecca Huxley ~ LA governor **RH**, Joey Potgieter ~ co opted governor **JP**, Jenny Crewe ~ co opted governor **JC**, Colin Cook ~ LA governor **CC**, Susanna Pressel ~ LA governor **SP**, Claudi Thomas (associate governor without voting rights on FGB) **CT**

**In attendance:** Ursula Irvine (clerk) **UI**

**Apologies for absence - approved:** Rachel Goode ~ co opted governor **RG**, Kelly Faye ~ elected governor **KF**, Peter Smith ~ staff governor **PS**

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

SECTION 4

- **CB** to check the school's insurance concerning liability for any incidents on site out of hours.
- **JP** to visit North Hinksey and Botley schools to look at how they deal with site security.
- **CB and PS** to finalise pupil questionnaire with staff input and conduct survey by February half term, sharing the results with **CT** and then ESW.
- **CB** to liaise with Jo Carr concerning possible reinstatement of the weekly newsletter or alternative emailed communications of key dates.
- **CB** to arrange a Mocksted inspection and brief FGB on its findings.
- **All governors who have not yet supplied photographs** to RG to do so without delay.
- **CT** and **JC** to prepare an ESW chair role description.
- **CT** to invite an appropriate governor to attend the next suitable data training session;
- **AR** to set a date for in house school data training for new governors and others wanting a refresher.

SECTION 6

- **CB** to present a draft outline SDIP for 2016/17 to ESW 3 taking into account staff input with a detailed SDIP to be circulated to governors during the first two weeks of September prior to approval at FGB1.

SECTION 7

- **AR** to appoint an additional governor to share responsibility in respect of HT performance review.
- **Various governors** to arrange school visits linked to their areas of special responsibility, in particular **JP and SP, RH, JC, RG and KF**.

Signed .....

Date.....

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SECTION 8

- **UI** to arrange safeguarding training for the FGB, also to check whether KF needs to attend lead safeguarding training.

SECTION 11

- **CB** to arrange further training to staff on Oxford Pupil Tracker to help achieve consistency of approach in attainment assessment.
- **CB** to present attainment figures to future FGB meetings.
- **AR** to discuss pupil premium attainment results, and review spending and outcomes with CB

SECTION 12

- **HPR** members to be aware, when discussing the 2016/17 budget, of the need to allocate funding to SEN provision to fill anticipated gaps in more limited government funding received.
- **AR** to work on policies matrix with CT and JP, to clarify which policies are to be reviewed by which committees, when and how frequently.

SECTION 15

- **CB** to consider whether any training needs can be identified in the light of the stress survey results.
- **JP** to work on a new well being survey and how to gain staff engagement with this, with the aim of this being conducted in May.
- **UI** to circulate HPR meeting agendas and papers, as well as minutes, going forward to all governors.

SECTION 17

- **JP** to conduct exit interview with departing member of staff.

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

CB mentioned that she had dealt with an incident following the Paris terrorist attacks, in which anti-muslim sentiments had been voiced (clearly influenced by views the child was exposed to outside school).

**3.0 Procedural items**

**3.1 Quorum** The meeting was quorate.

**3.2 Declaration of Interests relevant to agenda** None

**4.0 Matters arising from the minutes of 24 September 2015 not covered elsewhere on agenda**

- Liability for any incidents outside school hours: This was relevant to the safeguarding audit which CB had recently conducted and also to the current debate within HPR on out of hours security of the school site. CB suggested that a disclaimer sign may be helpful stating that the school is not responsible for any use made of the playground area outside of school hours. The sign should reflect what is decided about the extent to which (if any) use of the playground out of hours continues to be tolerated. There is a public liability issue here and CB will check the school's insurance policy to ensure that the school complies with its terms. JP confirmed that she has arranged to visit both North Hinksey and Botley schools to look at how they deal with security of their sites. **Action CB and JP**
- Fire Exit: An order had been placed with the contractor and it was hoped that work would commence early in January 2016. CB was happy with the solution reached for incorporating the new fire exit into the hall. There may be a delay in building the access ramp, but there will at least be a step sufficient for the new fire exit to be used in the meantime.
- Pupil survey: CB confirmed that she thought it would be useful to carry out a pupil survey. She and PS had envisaged using the QPD questionnaire but wish to amend it first. CB will discuss the content of the questionnaire with staff during the January inset days before finalising it, aiming to undertake the survey by the February half term. QPD will analyse the results notwithstanding any changes made to

their template. PS and CB will liaise with CT to discuss the results and then formally report to ESW.

**Action CB, PS and CT**

- Communicating school priorities to parents: CB and RG will continue to liaise. RG had already had input with the monthly newsletter and the communication of staff changes and had been dealing with a newsletter providing information about the governors. The discontinuation of the weekly newsletter was discussed. CB said that the aim was to encourage parents to instead use the school's website. However parents have been missing the weekly newsletter, in particular because it provides a frequent reminder of key dates. CB said that these did appear in the monthly newsletter, also that she would discuss with Jo Carr whether key dates might still be emailed out more frequently, or at least a link sent to the website calendar. **Action CB.** SP raised concern about communications with parents who do not have internet access. CB said that Jo Carr is well aware which parents she needs to communicate with by other means.
- 5 year development plan: the meeting date to discuss this has been rescheduled to 6 February. CB, AR RG JC PS and possibly JP are expected to attend. The rest of the SLT will also be invited, and it was felt that the more staff involved, the better.
- Appointment of SIP: Jan Earney rather than Mary Watts had been appointed SIP. Jan is an ex head teacher (CB had been her deputy) and a trained coach for head teachers. She has already been involved with CB's recent appraisal. She will meet with CB four times per academic year and will also be involved with the 360 degree review for CB.
- External Advisory Inspection: This will be booked for February/March to give an objective view on how the school is performing against its key objectives. The governors will be informed of the advice that is received, in particular with regard to where further attention or resources should be channeled to achieve improvement.
- Governor photographs: Some remained outstanding to be provided to RG both for use in communications to parents about governors and for display in the reception area. Those who had not yet provided photos were asked to do so without delay.
- ESW chair role description: CT and JC will work on this for submission to FGB3. **Action CT and JC**
- Data training: CT will invite someone to attend the next relevant training that is available. **Action CT**
- AR will set a date for RAISE and other school data training to be given by CB for new governors and anyone else who wants a refresher.

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

**5.0 Brief review of key issues covered in HPR1 and ESW1**

JP and CT both briefly summarised the key issues covered in HPR1 and ESW1 respectively.

**6.0 School Development and Improvement Plan**

No queries or concerns were raised in respect of the latest draft circulated before the meeting. With regard to out come for pupils, ESW1 had noted that there is a focus on SATS data, and thus on years 2 and 6. CB had explained that this is common and that measurement of progress for other years happens through other action plans and appraisals. The data is available to the governors separate from the SDIP so there should be no surprises when any particular cohort undertakes SATS in future years.

CB agreed that she will aim to complete the next SDIP earlier so that it is ready for use from the start of the 2016/17 academic year. She will get preparation well underway and get staff input during the 2016 summer term. Logistically, it was appreciated that this would be exacting. She will aim to produce a draft to ESW3 on 7<sup>th</sup> July outlining the broad headlines/objectives of the next SDIP so that ESW can have input at this stage, with a view to CB producing a more detailed plan, including measurables and success criteria, during the summer holidays. This will be circulated to all governors for comments/queries during the first two weeks of September 2016 with a view to then being presented to FGB1 for approval. **Action CB**

**7.1 Allocation of Areas of Special Responsibility to Individual Governors**

FROM SDIP

1. outcome for pupils:
  - Foundation RH
  - KS1 Jenny Crewe
  - KS2 KF
2. School leadership and management AR and RG
3. Behaviour SP and JP(+CC in so far as this links with health and safety)
4. Teaching and Learning as per 1. above

OTHER AREAS OF RESPONSIBILITY

5. Pay review committee AR, JP, RG
6. H&S CC
7. Pupil feedback CT
8. Staff feedback JP
9. Safeguarding KF
10. Policy matrix (compliance) AR
11. Data analysis CT, JC and KF
12. SEND RH
13. Property management JP and/or potentially the new parent governor once they are elected
14. Pupil premium (to include an annual update on the website and breakdown of how the money is spent) AR
15. Whistleblowing JP
16. Child protection AR
17. Head Teacher performance AR and one other governor, for AR to confirm. **Action AR**

It was agreed that other potential matters requiring governor involvement, such as complaints, staff grievances, dismissals, and pupil discipline, would be dealt with as and when they arose with governors being appointed by AR to deal as appropriate at the time.

## 7.2 Governor Visits

Ideally two visits will be undertaken during the remainder of the academic year in respect of each SDIP responsibility ~ preferably around February and June so that progress can be reviewed. Two weeks notice of a visit should be given and there will be a briefing with CB before it commences. There was discussion as to how best to approach a visit to maximise the benefit to the school. Visits should enable governors to get to know the school and its teachers better and give the opportunity for them to bring an objective, outside view to daily school life and to ask challenging questions of members of staff other than CB. This experience should enable governors to properly fulfil, and to talk with authority about, their areas of special responsibility, investigating how SDIP and policy objectives are carried out in practice.

JP had undertaken a general school visit. JP and SP will arrange a behaviour visit for January 2016. RH will visit early years, JC will arrange a KS1 visit, but perhaps not a general visit as well, and it was hoped that RG would undertake her outstanding general visit, but noted that she had in practice already visited the school on a number of occasions to meet with CB. KF would also need to undertake a safeguarding visit.

## 8.0 Governor Training update

JP's audit of training attended and to be attended was reviewed. There were no obvious gaps, save that attendance of the safeguarding training was still to be confirmed. It was agreed that this year's in house training for FGB will be on safeguarding. **Action UI to arrange.** UI will also enquire whether governor services recommend that the governor responsible for safeguarding (KF) attends more detailed training than this, it being anticipated that although she has already attended safeguarding training in her capacity as a teacher she will also need training that focuses on the responsibilities of governors. In addition, as noted above, AR is arranging data training to be run by CB for new governors and any others who wish to attend.

## 9.0 Safeguarding Audit

CB confirmed that KF had reviewed this and it had also been shared with staff members. No questions or comments were raised by FGB and the audit document was formally approved.

## 10.0 Looked After Children Report

CB said that there are currently no LAC children in the school as strictly defined. There are, however, three post adoption children (one of whom was not adopted in this country) and two who are being fostered by grandparents. Extra support is provided in these cases, to varying degrees as required. When asked, CB confirmed that there are issues and concerns to address in respect of some of these children and where needed outside help is being sourced. She confirmed that post adoption children qualify for pupil premium which helps fund additional support and therapy where needed.

## 11.0 Attainment Update

CB went through the November performance figures for pupil premium and other children with regard to reading, writing and maths giving percentages for attainment above, in line or below the age related expectation and with reference to different year groups. These were discussed in detail.

Generally, the figures were good with strong figures for those in line with, or above, the expected standard. CB said that the results were in line with expectations and noted that for this stage in the academic year it was expected that many children would still be in the “emerging” rather than “developing” or “mastery” categories. She explained that the aim is to reach “expected” level by May and some elements of “mastery” by July. More able students will get to “mastery” sooner and will then work on breadth and depth of understanding. The system of assessment is new and it appeared that some further work is needed to ensure consistency of approach by different teachers. CB confirmed that further training would be provided in using the Oxford Pupil Tracker. **Action CB.** (It was also noted that given the relatively small numbers of children in total, a low level of attainment for just a very few children will have a relatively big impact on the percentages eg out of a class of 30, 10 per cent represents just three children. It was nevertheless agreed that presenting the figures as percentages is useful.)

It was suggested that CB should report on attainment to each FGB meeting going forward, subject to the caveat that the teachers are still finding their feet with the new system of assessment. **action CB.** The link between these figures and the SDIP was discussed and CB confirmed that if a very specific need in one area were to emerge from the figures this may appear in the next SDIP.

CB confirmed that a high proportion of the lower achievers are SEN children. There are clear links between poor attendance and low attainment, but unfortunately the home/school link officer is spread too thinly already to be utilised in this respect. She was concerned to avoid focusing on this just as a pupil premium issue, instead seeking to address under achievement more widely. She said that a range of background issues will commonly contribute to a child’s underperformance and each case must therefore be looked at individually. With regard to pupil premium children, the figures do help the school to make judgements about what extra support is needed to help a child make age related progress and which interventions are most successful/beneficial. AR as the governor with responsibility for pupil premium children will discuss the pupil premium spending and outcomes in more detail with CB **Action AR.**

## 12.0 Policies

### 12.1 SEN Policy

This had been worked on by Suzi Batterton and RH. No comments or questions were raised and it was formally approved.

RH noted that there have been big changes in how SEN is measured. The criteria for issuing a SEN statement are now stricter, as a result of more limited funding, and therefore fewer statements are being issued. The

approach is much more cautious and the focus is narrower ~ on academic achievement rather than wider social/emotional aptitude. In practice this means that if the school is to maintain the level of extra support it provides to children with special educational needs it will have to find funding for this from elsewhere within its budget. **Action HPR** to be aware.

#### 12.2 Policy Review/Policy Matrix

AR, JP and CT are meeting to agree the frequency of review appropriate to each policy and the matrix will be amended to make review dates clear and which committee is responsible in each case. AR will report to FGB3 on this. **action AR**

### 13.0 Behaviour

#### 13.1 Behaviour Principles Statement

Delegation to ESW for dealing with this was confirmed.

#### 13.2 Integris

CB confirmed that reports generated by the new Integris system will go to ESW for review.

### 14.0 Pay Policy and Pay Review

#### 14.1 Pay Review Policy

This was formally approved. It will be presented to FGB1 next year.

#### 14.2 Pay Review Committee Update

The committee, comprising AR, JP, RG and CB had met and determined this year's pay awards. These were discussed generally. The national pay increase is 1percent. Awards are made in line with performance and achievement of objectives, not length of service. A move to the Upper Pay Scale (UPS) requires a "whole school" impact and may be awarded before a teacher has reached the top of the lower pay scale. CB confirmed that budgetary restraints had not affected any of the decisions reached. Some members of staff who are at the top of the lower pay scale have not applied to move to UPS. CB confirmed that in appraisals she advises staff what they need to do to achieve the next point in their pay scale and if all expectations are being met she will encourage them to apply for an increase.

#### 14.3 HT's appraisal

AR confirmed that this has taken place.

### 15.0 Staff Well-being

JP and CC had met with staff to discuss the level of participation in the last stress survey and its results. Attendance at the meeting was not large. Various reasons had been voiced for the low level of responses to the survey, including lack of time, being put off by the title and finding the questions lacking in relevance. There is also potentially an issue of pride holding people back from raising difficulties.

It had been concluded that a new survey should be tried. The QPD service will be used to analyse the results. JP said that she is concerned to ensure that staff engage with the new survey, are confident that their feedback will be anonymous and so are not worried to raise any points of concern, and that it is easy and useful to complete. There was some discussion as to whether completion of the survey could or should be made compulsory, but the more important issue was getting the substance of the survey right and getting staff buy in. One suggestion was to set up a group meeting, not attended by higher management, in the hope that staff may feel more comfortable raising concerns in this context.

With regard to the results, concern had been raised that there had been an indication of bullying (albeit within the "seldom" category). This was particularly sensitive since the school had just held a high profile anti

bullying week. It was stressed to staff that any concerns about bullying should be reported. Generally, there was concern that the results under many of the headings appear to have been getting worse in recent years, albeit, some of these headings have little relevance to the nature of the school day. (It was also acknowledged that not all the school's employees are teachers, and relevance of questions may vary from one type of employee to another.) It was noted that there has been a lot of change within the school in recent years, also that when asked, teachers have said that most of the pressures they have to contend with are external deriving from government policy and as such beyond the school's control.

Although the results are limited they are all the school has to work with and CB will consider whether any training needs can be identified to assist staff. **Action CB.** No suggestions had come from staff when asked what further support the governing body might provide.

The survey results and way forward had been discussed in HPR1 and it is likely that HPR will remain responsible for it. In the first instance JP will lead the process of working on a new approach to the survey and how to achieve staff engagement. The aim is to conduct the next survey in May 2016, but it was recognised that much work needs to be done to arrive at this point.

More generally UI confirmed that going forward she will circulate the HPR agenda and papers to all FGB members as well as the minutes. **Action UI** It was confirmed that any governor can, if they wish, attend the meetings of committees of which they are not actually members.

#### **16.0 Brief Staffing Update**

CB briefly explained the staffing changes within Foundation and Reception which had already been communicated to parents. No questions were raised.

#### **17.0 Exit Interviews**

AR explained that the proposal to conduct exit interviews had arisen following concerns raised by parents about staff turnover. Ideally the interviews will be conducted with departing members of staff in person, by a governor from HPR. In cases where this does not prove possible the interview may be conducted over the phone and the member of staff will, as a minimum, be asked to complete an exit form which is submitted both to CB and an allocated governor. FGB formally approved this.

JP had worked on a simple exit interview policy and will deal with the first exit interview which will be with the departing reception teacher. The aim is to get feedback from staff both positive and negative, trying to ensure that they feel able to raise any concerns they may have and can feel confident that these will be taken seriously. They will be asked what they think the school does well so that this can be built on, as well as what it could do better.

It was agreed that this should become a standard, expected part of the process of departure from the school. It was queried whether the school's other HR policies are up to date. CB said yes, and that these all come through OCC.

#### **18.0 Urgent other Business**

None

The meeting closed at 7.55pm.

**Date of next meeting:** 17 March 2016, 5.30pm at WOCPS

Tabled Papers:

Signed .....

Date.....

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RATIFIED AT FGB3 13.04.16

- FGB1 draft minutes
- HPR1 draft minutes
- WOCPS SDIP
- List of Governor Training attended and to be attended during 2015/16
- Safeguarding report
- SEN policy
- Pay policy