



# WEST OXFORD C P SCHOOL

Ferry Hinksey Road  
OXFORD  
OX2 0BY

Tel: 01865 248862

Fax: 01865 203555

E-mail: [headteacher.2533@west-oxford.oxon.sch.uk](mailto:headteacher.2533@west-oxford.oxon.sch.uk)

Website: [www.westoxfordschool.co.uk](http://www.westoxfordschool.co.uk)

CARE - THINK - INSPIRE - ACHIEVE

Headteacher: Clare Bladen BA(Hons) PGCE, NPQH

## MINUTES OF THE 1<sup>ST</sup> FULL GOVERNORS' MEETING IN 2016/17 HELD AT SCHOOL ON THURSDAY 6 OCTOBER 2016 AT 6pm

### SUMMARY OF ACTIONS

#### SECTION 4

- (i) **JP and CB** to present revised Governor Code of Conduct to FGB2.

#### SECTION 5

- (ii) **JJ** to make brief presentation to FGB2 from his LBGT training
- (iii) **RG** to present her school uniform report to FGB2 following further research
- (iv) **JP and HK** to discuss the next governor newsletter before half term. All governors to consider suggestions for content
- (v) **JC** to give her photo for the notice board to Jo Carr as soon as possible
- (vi) **CB, HK, JP and Lisa Penton** to meet to discuss the safeguarding audit and report. **CB** to keep staff engaged with safeguarding issues
- (vii) **JC and CB** to report to FGB2 on the academy conference they are due to attend in November.
- (viii) **JP** to post annual governance statement on school website.

#### SECTION 6

- (ix) **BS and CB** to identify links between the SDIP and budget.

#### SECTION 7

- (x) **CB** to give JP date for extended twilight staff meeting or inset day to discuss Vision objectives, following which **JP** to set up small working group to finalise the Vision for publication.

#### SECTION 8

- (xi) **BS and CB** to arrange for parent survey to be re-opened with hard copies issued as well as an online link sent out, with the aim of gathering a larger body of results for discussion at FGB2.

#### SECTION 9

- (xii) **CB** to present revised office structure proposal to HPR1

#### SECTION 10

- (xiii) **BS and RG** to oversee process of review of policies assigned to their respective committees to agreed timeframes (see section 10 for details).
- (xiv) **CB** to take forward Home School Agreement consultation with a view to presenting this to FGB3

#### SECTION 11

- (xv) **UI and JP** to update the annual table of governor responsibilities for circulation to governors and posting on the school website.

- (xvi) **RH** to forward to **JP and BS** the skills audit form which was used previously, with a view to this being issued to all current members of FGB
- (xvii) **JP and CB** to decide on a proposed group governor training topic for this academic year.
- (xviii) **All governors** to notify JP and the clerk of training they attend or undertake online so that the annual training record can be kept up to date.

**1. Present:** Clare Bladen (headteacher) **CB**, Joey Potgieter - co-opted governor (chair) **JP**, Rebecca Huxley – LA governor (vice chair) **RH**, Ben Selby – parent governor **BS**, Rachel Goode – co-opted governor **RG**, Helen Kaufmann – parent governor **HK**, Colin Cook – LA governor **CC**, Claudi Thomas – associate member without voting rights on FGB **CT**, Susanna Pressel – LA governor **SP**, Jonathan James – staff governor **JJ** (arrived 6.30pm)

**In attendance:** Ursula Irvine (minute taker) **UI**

**Apologies for absence** – approved: Jenny Crewe **JC** and Kelly Faye **KF**

Pecuniary interest forms for the new academic year were passed round and completed.

## **2. Notification of Any Other Urgent Business**

- racial, health & safety, LBGT or other incidents (if any)
  - exclusions
  - any complaints received and how they are being dealt with (without details)
- There were no matters to report.

CB said that the children have settled well into the new school year. There had also been very positive feedback from parents and children about the Japanese lessons for Year 6. (These will continue for one term and then Year 3 and Year 5 will each do a term of Japanese with their own year teachers providing cover to Year 6.) RH mentioned that she had received very complimentary feedback about the nursery and its staff, from parents of children who have joined this year.

## **3.0 Procedural items**

**3.1** The meeting was quorate.

**3.2** There were no declaration of Interests relevant to agenda.

## **4.0. Statutory Items**

### **4.1 Terms of reference for committees**

RG and CT had worked on some minor changes to the ESW terms of reference which were explained and discussed and then approved. RG also explained that the scheduling of ESW meetings had been adjusted to better tie in with the availability of assessment data.

BS had reviewed the HPR terms of reference and did not propose to make any changes beyond updating them to reflect the current membership and adding a reference to the parent survey. They were approved on this basis, but he would circulate the updated version for completeness immediately following the meeting and if anyone has any concerns or queries they should contact him.

It was confirmed that quorum would continue as 4 for ESW and 3 for HPR. The ESW Data Group will comprise RG, KF and CT but JP may also attend.

#### 4.2 Code of Conduct and Governor Handbook

These were endorsed. However, JP also noted that she had been discussing with CB a proposal to make the Code more specific. They will take advice from OCC on this and hope to present a revised version to FGB2. **Action JP and CB**

#### 4.3 Dates of meetings

These were noted. No requests were received to change any of the dates.

### **5.0 Matters arising from the Minutes of FGB4 (23 June 2016)**

#### **5.1 Review actions not completed or covered elsewhere in the agenda:**

- (ii) JJ is the new LBGT champion. He will make a brief report to FGB2 about the training he has attended. **Action JJ**
- (iii) RG is close to finishing her school uniform research and will then write up a report for FGB2. By way of summary so far, she had found no definite evidence to suggest that having a school uniform improves behaviour and attainment. There is a lack of research in the UK on this, particularly with regard to primary schools, and studies in the US involved adoption of a uniform together with a raft of other measures so it could not be said that the uniform was the cause of improvement. In terms of other possible benefits, RG said that Ofsted strongly encourage schools to have a uniform and suggests this contributes to the ethos and tone of the school. However, the handbook for school inspections makes no specific reference to uniform, just to presentation and pride in appearance. CB thought that the inspectors would equate this with wearing a uniform. CC thought there had been a UK study concluding that there is no correlation between uniform and attainment – RG will see if she can identify this. CB said she would also seek input from parent, Richard Adams, as this falls within his line of work. **Action RG**
- (iv) HK and JP will talk before half term about the next governor newsletter and suggestions for content were invited. (A reference to members of the local community using the astro turf by agreement out of school hours will be included.) **Action HK and JP**
- (v) All governors have now had photos done save for JC who will arrange this direct with Tom Weller and submit hers to Jo Carr as soon as possible. **Action JC**
- (ix) HK is the new safeguarding governor. CB, HK, JP and Lisa Penton will meet to discuss the safeguarding audit and report. CB is keen for staff to be more engaged with safeguarding issues and will continue to cover relevant parts of the audit in staff meetings. HK noted that the safeguarding report refers to several of the school's policies so ties in with the ongoing work of updating these. **Action CB, HK, JP and Lisa Penton**
- (xii) JC and CB will attend an academisation conference in November and will report back to FGB2. **Action JC and CB**
- (xiv) JP confirmed that her annual governance statement would be posted on the school website. **Action JP**

#### **5.2 The minutes were approved as a correct record of the meeting**

## 6. School Development Plan for 2016/17

This had been discussed at ESW1 and minor amendments agreed in that meeting had been incorporated, but as more governors were present at FGB1 CB talked through the headlines and answered questions that were raised. CB confirmed that priorities and actions for the school had been discussed in staff meetings and worked on, year group by year group. She had also had helpful, ongoing input in particular from JP. This is a working document and will continue to evolve over time.

Writing: This is the main headline. She also said that many schools are finding the higher level of attainment and the curriculum expectations in many subject areas very exacting.

HK asked if the approach to writing and literacy is the same as last year or whether new strategies had been added and others replaced in the actions. CB said that there are some fixtures, but also some new developments. They have looked at what has worked well and what the school could do better at, using the SEF to feed into the SDIP. HK asked if CB could give any examples of things that had or had not worked in relation to writing. CB said none of the writing strategies had been given up, but they are working on a whole school action plan for writing and thinking what can be done better. They are mindful of the impact of the new curriculum and that the school's implementation of this is still evolving and improving.

Underachievement: The pupil premium grant now applies to only 4% of pupils and there are only 16 SEND children. However, CB noted that there can be underachievement in less obvious categories – for example the medium to high achievers.

“Pupils not doing better than expected”: SP queried this target and asked whether the wording could at least be improved, but was told that it came straight from the 2013 Ofsted report objectives and should not be changed.

Singapore/Shanghai or Asian Maths: CB said that the school was doing fine at maths but she was looking to see if it could do better and to ensure that it's performance is comparable with other schools, some of which are adopting Asian Maths following on from interest expressed by the Department of Education. HK asked what was different with this method and what it involved. CB did not know. However, her intention was to find out and consider what impact and benefits it might have and whether it would be right for this school. “Maths Mastery” was also mentioned as a good teaching system, but CB said it would be expensive for a small school to afford, or even the Schools' Partnership as a whole.

Governor development: This will be covered in the new Code of Conduct.

Staff Wellbeing: HK said that she had been hoping to see “happy staff” in the success criteria. CB queried whether this was measurable. There is however a reference to seeing an improvement in outcomes from the staff wellbeing survey. The importance to the school and its performance of having happy staff was acknowledged.

Safeguarding: HK queried the current position on the proposed new school gate. CB said that Lisa Penton had been assisting with the specification of what is needed and how the new system will work. Quotes have been obtained and the new gate should be in place by Christmas.

Aims: BS queried whether all the aims set in the SDIP are realistic and achievable. CB said that they are intended to be aspirational. It was also noted that the presentation – (setting out three measurable milestones to track progression not just the final success criteria) can make the SDIP appear more onerous than it is. Ultimately, it was noted that all the aims feed into the four Ofsted headlines either directly or indirectly.

Link to the budget: Some aspects of the SDIP are more tangible or have more obvious cost implications than others, but clearly it is important to ensure that sufficient funding is available and allocated to objectives that require spending. There was also an existing HPR commitment flowing from the Schools Financial Value Standard form to link the budget and SDIP. CB and BS committed to meet to discuss this. **Action BS and CB**

## 7. School Vision

Consultation with all stakeholders had been undertaken last year, but the Vision is not yet finished and published. CB, BS and JC had met to discuss the task of fitting objectives to the Vision. CB mentioned that she had also taken the Vision survey to staff as, although they had been consulted about the Vision, they hadn't previously seen the survey. She said that new staff in particular gave very positive feedback about the school. In terms of views about what would make the school even better, this included many familiar practical matters such as improvements to the playground, staffroom and toilets which it is hoped to progress, subject to budgetary restraints. In terms of pupil behaviour, the need for parents to model good manners had been raised. Some staff felt that some of the questions seemed contradictory or puzzling.

The need to get the Vision objectives as right as possible for everyone was noted. This includes children, parents and the wider community. It was seen as particularly important to involve staff with the Vision project. They are the most important stakeholders after the children and the governors want the school to have happy staff.

CB proposed to organise an inset or extended twilight workshop involving all staff and TAs and also some governors as a way of collecting their input. The next inset days would be in January, but a twilight session could be arranged for after half term. CB will revert to JP with a proposed date and time for this. There would still then be the need for a small working group to refine the Vision objectives, albeit with all relevant groups represented. **Action JP and CB**

## 8. Parent Survey

BS had discussed this with CB. The survey went out towards the end of last term but there were fewer responses than usual – perhaps because it had been issued shortly after the Vision Survey and only on line and there had been no chasers before the closing date. The responses were mostly negative, but it was felt that there were so few, they were unlikely to reflect a balanced picture of the spectrum of views across the school community. It was decided that the survey would be re-opened with hard copies issued as well as an online link sent out, with the aim of gathering a larger body of results that can be discussed at FGB2. **Action BS and CB**

## 9. Update on Staffing

### 9.1 Recruitment of Deputy Head

Interviews will be held on Wednesday 12<sup>th</sup> October. There had been 7 people interested, and 6 applications (the one who didn't apply was looking for a non-teaching post). One applicant subsequently withdrew. Three people will be interviewed - one internal and two external candidates. CB felt that this was the right number for the interview stage. JP said that all three of these candidates looked very interesting. JP and RH will be involved with the interview.

### 9.2 Office Staffing

Having discussed this with her external appraiser CB said that she had been reconsidering the arrangements agreed at HPR3. She thought that a higher level appointment that could relieve her and the new Deputy of responsibilities direct, would make more sense, than the junior administration appointment that would free up the existing office staff to take on additional responsibilities. CB was mindful of the need to avoid over loading the Deputy role. It was agreed that a more senior appointment would be helpful, but unfortunately the decision is subject to budgetary constraints. CB said she wanted to ensure that the school ends up with a sensible administration structure. She committed to present a revised scenario to HPR1. **Action CB**

### 9.3 Any Other Developments

CB reported that the standard of teaching from one teacher was inadequate who has been subject to a series of appraisals and peer reviews. JP has been briefed and will be kept informed of developments.

## 10.0 Policies

HK was thanked for all the work she had done on policies – a lot of progress had been made.

### 10.1 Policies reviewed for this meeting

It was noted that mostly we can adopt templates from OCC for the statutory policies, requiring little amendment. However, some policies do require more input from the school in order to tailor them appropriately for the school to use.

The following policies were approved:

- Safeguarding
- Managing Allegations against other pupils (both updated by HK)
- Teachers' Pay
- Support Staff Pay
- Appraisals (all updated by JP)
- SEND (recently updated by RH and Suzi Batterton)

### 10.2 Process for review, updating and adoption of policies going forward

- HK will continue to keep the policies matrix up to date and to keep under review which policies fall due for review/updating.
- HK will keep the committee and FGB chairs informed of which policies their committee or FGB needs to review and by when and they will allocate these

to a particular governor to deal with. In some cases, the bulk of the work required to be done will need to be undertaken by CB or a nominated member of staff however.

- A policy that has been reviewed will be passed to CB for her approval and then circulated to the governors at least 7 days prior to the meeting at which it is to be discussed and approved.
- Within 1 week after that meeting, the final version of the policy, incorporating any further amendments that have been agreed will be sent by the governor who has been dealing with it to HK who will arrange for CB to sign and date it.
- HK will then upload the policy onto drop box, update the policies matrix, and pass the policy to Lisa Penton.
- Lisa Penton will then be responsible for (i) putting statutory policies onto the website; and (ii) ensuring that staff are aware of and can access each updated policy.

### **10.3 Apportionment of policies for review this year between ESW and HPR**

Committee chairs to assign policies and target dates to individual governors:  
**action BS and RG**

#### HPR

- Medicines – CB with input from Jo Carr. CB to aim for HPR1
- Charging and Remittance – there is an existing draft to work with – BS to review for HPR1
- Governors' allowances – BS and HK to review for HPR1
- Freedom of Information – HK to review since this ties in with overseeing all the policies.
- Accessibility (strictly a plan not a policy, but there is a statutory requirement to have one.) CB, JP and BS will work on this. JP will ask to see North Hinksey School's plan.
- Expenses – CB/Lisa Penton to review
- H&S – CC and Lisa Penton to review then liaise with CB
- Staff discipline/conduct and grievance procedures – BS/CB to review

#### ESW

- Equality – RG and CB to work on this using the OCC template.
- Sex and relationship education – JJ under CB's guidance
- Intimate Care – RH and Laura Cheeseman to review this then liaise with CB for ESW2
- G and T – Deborah Livesley to review then liaise with CB and/or nominated ESW governor

#### FGB

- Home School Agreement – this needs to go to all stakeholders, in particular parents/carers for their input when it is reviewed. In the first instance it can be put to the parents' forum. CB will take this forward, aiming to get it to FGB3 for approval.

## **11. Governors**

### **11.1 Staff Governor**

Johnny James was welcomed to the Board as the new staff governor.

11.2 Allocation of areas of particular responsibility to individual governors, with reference to SDIP priorities

Areas of special responsibility for ESW members had already been agreed and were mostly in place already for HPR members too. These were briefly run through. UI and JP will update the annual table of governor responsibilities for circulation to governors and posting on the school website. **Action UI and JP**

11.3 Proposed Governor Skills Audit

We had undertaken in the last SFVS audit to undertake another governor skills audit this year, having come through a period of change in membership of the board. RH will forward to JP and BS the skills audit form which was used previously, with a view to this then being circulated for completion. The aim is to both identify any skills gaps that need to be filled and also any skills of board members that could be better utilised. **Action RH, JP and BS**

11.4 Governor training update and training needs

CB and JP are considering what would be most useful for this year's training session for the whole board, bearing in mind the suggestion from last year, of training on the new curriculum. **Action CB and JP**

BS and HK have both completed their Prevent and on-line safeguarding training but also need to arrange to attend a safeguarding course which has proved difficult so far.

As with last year, a record of all training undertaken needs to be maintained so should be notified to JP and the clerk. **action all governors**

## 12. Urgent other business

There was none.

The meeting closed at 7.55pm

Date of next meeting: 6 pm Thursday 8<sup>th</sup> December 2015.

### Tabled papers

- ESW terms of reference. Those for HPR circulated following meeting
- FGB 4 Meeting Minutes
- WOCPS SDIP plus SEF; SEF Summary and Assessment Information narrative
- Policies:
  - Safeguarding
  - Teachers' Pay
  - Support Staff Pay
  - SEND
  - Managing Allegations against other pupils
  - Medicines
  - Appraisals