



# WEST OXFORD C P SCHOOL

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## MINUTES OF THE 3<sup>rd</sup> FULL GOVERNING BODY MEETING IN 2016/2017 HELD AT THE SCHOOL ON THURSDAY 6<sup>th</sup> APRIL 2017 AT 6.00PM

### Key:

Writing in brown highlights points of challenge raised by governors

### SUMMARY OF ACTIONS

Actions listed in the minutes of the meeting of 8<sup>th</sup> December had been completed apart from:

**RG** to produce school uniform report. Work in progress.

**BS** to report findings of governor skills audit. Deferred to next FGB meeting.

**JP and CB** to progress plans for group governor training. Ongoing.

**JP and CB** to organise a special FGB meeting to focus on academisation. Pending.

**CB** to set up peer review arrangement for WOCPS with another Primary school. Pending.

**CB** and **JP** to pursue idea of holding a staff/governor SDIP discussion meeting. Pending.

**CB** to ensure the board was well briefed for an Ofsted inspection. Pending.

### 1. Proposal to offer 30 hours per week Nursery Provision

1.1 A SWOT analysis had been circulated prior to the meeting. Laura Cheeseman summarised the current situation and highlighted the significant points of change in response to Government's provision of 30 hours free nursery for eligible parents. Currently 22 children in nursery attending morning or afternoon for 3 hours for 15 hours per week paying £5 per hour. Full with waiting list. Breakfast club and After School Club available to nursery children but currently no one has taken up this option.

1.2 Survey to identify likely situation for next year indicated that 6 children would move from N1 to N2 in nursery. 16 new applicants of whom 14 implied an entitlement to 30 hours but 9 had not requested or were not entitled to day care. It was noted that Botley and North Hinksey schools did not intend to offer 30 hours provision.

1.3 Staff had discussed the position and were in favour of:

- Continuing with 15 hour per week thereby ensuring full capacity

- Offer 30 hour provision but places would not be held open for parents needing 30 hours
- Higher rate of £6 per hour to parents not eligible for Government funding.

It was noted that amount of Government funding had not yet been confirmed but it was thought £4.01 per child would be the final figure. **RG suggested it would be helpful if 30 hour provision could be offered to genuine working parents** but it was pointed out that After School Club was already available. The financial risk of parents taking all available places for periods of less than 30 hours was recognised and **JP asked if 30 hours only could be stipulated and if there were restrictions on the total number that could be taken.** CB suggested that these would be dictated by the Admissions Policy. LC agreed to check if the Admissions Policy could be dictated by the school. **Action LC**

[this has since been checked by LC with OCC and LC is able to include specific WOCPS restrictions in the Admissions Policy]

Laura was thanked for her presentation and for her efforts in researching prospective parents.

## 2. Present:

**Co-opted governors:** Joey Potgieter (Chair) **JP:** Colin Cook **CC** Rachel Goode **RG**  
 Susanna Pressel **SP**  
**Parent governors:** Helen Kaufman **HK:**  
**Local Authority:** Rebecca Huxley (Vice Chair) **RH:**  
**Headteacher & Staff:** Clare Bladen (Headteacher) **CB:** Jonathan James **JJ**  
**Associate member:** Claudi Thomas **CT**

**In attendance:** David Bramble (Clerk) **DB**

**Apologies for absence:** an apology for absence had been received and was accepted from Ben Selby.

## 3. Notification of Any Other Urgent Business

There was no other urgent business.

No racial, health and safety, LGBT or other incidents were reported.

There had been no exclusions.

No complaints had been received.

## 4. Procedural items

It was confirmed that the meeting was quorate.

There were no declarations of interest.

## 5. LGBT Presentation

Two brochures produced by the Stonewall organisation had been distributed prior to the meeting: *'Celebrating Difference and Preventing and Tackling Homophobic, Biphobic and Transphobic Bullying in Oxfordshire Schools': 'Supporting Trans Children and Young People'*.

**JJ** reported that he had attended a training session provided by Stonewall and he briefly reviewed the brochures highlighting some significant points.

### Homophobic, Biphobic & Transphobic bullying in primary schools

**Two in five** (40%) of trans gender young people say they first thought they were trans aged 11 or under

**One in four** (25%) lesbian, gay and transsexual young people say they first thought they were LGB aged 11 or under

**Almost half** (45%) Of primary school teachers say children in their schools experience homophobic bullying

**Seven in ten** (70%) primary school teachers hear homophobic language in school

**More than eight in ten** (83%) primary school teachers have not had any specific training to prevent and tackle homophobic

### Supporting trans children and young people

Involve the trans child/young person – what are their wishes?

Think through gendered habits/arrangements and make changes:

- Use the person's new name, pronouns, title
- Apologise for mistakes, correct them, move on
- Named support person to go to with worries
- Update records (e.g. SIMS)
- Provide access to appropriate toilets/changing rooms
- Ensure full access to experiences e.g. trips, sports
- Promote appropriate uniform/kit option

Avoid using gender as a way to divide groups: avoid assuming gender, especially in use of language

Become confident to challenge inappropriate behaviour:

- Challenge and stop transphobic comments, 'jokes' of bullying
- Challenge and stop inappropriate questioning/asking about anatomy
- Champion trans people's rights

Make sure policies and procedures cover trans pupils and staff, including what happens if someone transitions

Encourage support staff and peers with education and training

Develop an inclusive curriculum (beyond PSHE and SRE) that celebrates difference, including different gender identities

Showcase trans role models

### What can schools do?

- Review and update policies
- Make sure ALL staff have training
- Talk about different families and LGBT people in the curriculum
- Display positive materials
- Involve the whole school community
- Stock and use books that celebrate difference
- Speak to other schools and share good practice

**CB was asked what actions the school had taken?** CB emphasised that there were little issues regarding LGBT as the children upheld values of tolerance and acceptance etc in the school and she felt it was understood and accepted in the local community. The subject had been addressed at a KS2 assembly and the film 'Free' had been shown. It had been included in PHSE, the children had received it well and there had been no parent reaction. Books and relevant literature would be introduced from EYs to Yr6 and LGBT would be included in story time.

**SP raised a number of points. Do children call each other 'gay'?** CB said No. **Had staff received training?** A presentation to staff had been given by JJ. **Had playground supervisors been included?** Yes at INSET training. **Do the teachers challenge children?** Yes.

## 6. Headteacher's Report

**CB** presented her report which had been circulated prior to the meeting.

### 6.1 Staffing

- Ms Rebecca Morley had been given a permanent contract 4 days per week. Miss Sally Oliver covering to July.
- Mrs Silvia Terry had replaced Mrs Glory Christopher
- Mrs Rana Ibrahim had left at February half-term.
- Mr Jacob Smith had resigned from July Mrs Fiona Bethel had been recruited to replace him as Yr6 teacher, maths and computing lead from September.
- Mrs Cook will be leaving in July. Prospective candidates will be interviewed after Easter.
- A teacher for Reception will be recruited.

**HK** reported Mrs Meeks has been contacted about her exit interview and that she decided to fill in the questionnaire. Other former staff members who left without being offered an exit interview will be contacted, too. **Action: HK**

### 6.2 Outcomes for Pupils – Data March 2017

Pupil Progress Review meetings had taken place for the second assessment period.

**CT** requested that more detail on Teaching and Learning was made available. **CB** advised that data on lesson observations and key features of data with analysis was being posted to Perspectives and would be available for future meetings.

**CB** acknowledged that Writing was still a focus and there were ongoing interventions that had been put in place to try and improve the position. **RG** asked that details of the interventions was made available and **CB** agreed to circulate.

#### **Action: CB**

Yr2 data was from the interim assessment framework and **CB** advised that there was an expectation that outcomes would be much higher at the next assessment.

Staff had been briefed on changes to formal lesson observations by **CB** and Tessa Palfreyman. In answer to a question on what he thought the staff reaction was **JJ** explained that staff accepted the changes and were generally relaxed with the situation and did not feel pressurised. **RG** confirmed that on a recent visit she gained the impression that the new process was embedded and fully accepted. Recent observations showed that the majority of teaching was good with some outstanding lessons.

### 6.3 Personal Development, Behaviour and Welfare

- Whole school attendance was 96.74% - a slight dip due to seasonal illnesses.
- Safeguarding procedures were all in place and up to date.
- Children's behaviour was good. Children were polite and courteous and follow school rules well.
- The behaviour policy was implemented throughout the school.
- All school staff were aware of safeguarding procedures. Staff would read and be aware of part one of 'Keeping children safe in Education' and this would be monitored. In addition, the Head was to attend 'Prevent' lead training.

- There had been a referral to MASH as a result of disclosure. This had been investigated by MASH but no action was taken.

## 7. Minutes of FGB2 and matters arising

The minutes of the FGB held on 8<sup>th</sup> December 2016 were approved as a correct record of the meeting.

### 7.1 Matters arising

- (i) HK was thanked for her work in preparing the newsletter.
- (ii) CT asked if a peer review arrangement had been made? CB advised that an application had been made to OTSA.
- (iii) JP advised that Rev Clare Sykes did not wish to be re-appointed as an Associate Member but would be happy to continue with an informal association with the school and would liaise with the Headteacher. RH raised a query regarding Clare's role in providing a second signature for the bank account for non-public funds. This would have to be checked. **Action: CB**

## 8. Brief review of key issues from HPR2 and ESW2

### 8.1 Home and Physical Resources Committee Meeting of 16<sup>th</sup> March 2017.

Compilation of budget 2017-18 was in hand. Meeting with CB on 7<sup>th</sup> April.

A meeting to complete review of Parents' Survey had been arranged.

### 8.2 Effectiveness, Standards and Welfare Committee Meeting held on 26<sup>th</sup> January 2017

Data, including RAISEonline, had been discussed in detail.

Governor protocols had been considered.

It had been agreed that governor visits are now called learning walks.

## 9. School Development and Improvement Plan (SDIP)

SATs outcomes last year had been disappointing and based on last year's data the school was in Tier 3. CB reported that SDIP had been shared with the staff and she felt content with the live document which would be updated regularly.

RG was pleased that an experienced and able Maths teacher had been appointed for September and asked if there would be a change in teaching methods. CB advised that Asian maths could be replaced by White Rose Hub and a key role of the new Maths teacher would be developing teachers' maths mastery skills. There would also be an increased focus on peer to peer support.

HK commented on the good outcomes at KS2 where everything was in the green but was disappointed that KS1 was not as good.

Writing at WOCPS is of a high standard.

CB reported on a visit to Windmill School by 3 teachers to look at pupils' English books.

CB emphasised that accuracy when carrying out intermediate assessments was very important and some

corrections could be made before the year end. It was noted that the current attainment was 67% with an aspiration of 90% by year end. **Did some targets need re-assessment?** **RG** agreed to look into targets with the Headteacher. **Action: RG/CB**  
**HK** drew attention to the results in Reception. **CB** explained that this was January data. Children at this age made rapid improvements and the March data was much better.

**SP** asked for clarity in the grading of teaching assessments - "Achieve/Exceed" was not specific.

**CB** agreed to insert numbers of governor visits in the Governors' Section.

#### 9.1 Governor Section of SDIP

The relevant section had been circulated as a first draft for discussion, comments and amendments. **JP** stressed that the focus could remain on the three agreed priority objectives. She regretted that she had not been able to make any progress on establishing a timetable for actions and documents required throughout the year.

**HK** pointed out that there remained a need for milestones and dates of evidence to be inserted.

**SP** felt the section on Community Engagement needed expanding as it was not sufficiently robust.

#### 9.2 SDIP 2017/18 Timing for first draft

The next FGB meeting was scheduled for 22<sup>nd</sup> June and it was questioned if this was too early to agree Key Indicators for next year. It was suggested consideration should be given to delaying meeting until 6<sup>th</sup> July. Chair and Head would consider if change was needed. **Action: JP/CB**

### **10. School Improvement Leader's Visit and Report**

Last year's report had been distributed. SATs had been disappointing. Based on last year's data school was placed in tier 3.

**CB** advised that the visit by Lynn Knapp had been empathetic and helpful. The next visit was planned for 24<sup>th</sup> May but **CB** had not yet decided what subjects to focus on – perhaps points for the next SDIP.

**CB** also reported that Early Years were to receive a moderation visit. **CB** would send the report to all governors. **Action: CB**

### **11. School Vision**

**CB** reported that the School's Vision had been discussed with staff. A Stage 2 meeting would be held next term.

The existing Values and Mission Statement had been circulated and there were no suggestions for change. The 5 Year Vision document had a number of suggested additions and **CB** said that these would be considered when SDIP 2017/18 was prepared. **RG** suggested that some items required incorporation into a 5 year development plan. **CT** suggested a key point should be the reduction of staff turnover which had approached 50% over the last 2 years. **CB** advised it would be in the SDIP but it was not entirely within the school's control. A major factor was pressure put on staff by parents. There had been a shift in the makeup of parents over the last 5 years and, as illustrated by a few in the parent survey, they were critical and had unreal demands. **JJ** thought parents should be encouraged to visit the school during working hours to see teachers at work – the 'Book look' was worth following up. **CB**, **RG** and **BS** would review the parent survey before the draft SDIP was produced. **Action: CB, RG, BS**

## **12. Allocation of areas of special responsibility to individual governors**

### 12.1 School visits

SP had made a visit. She would send report to CB and it would be considered by ESW.

**Action: SP**

## **13. Governor Training Update**

JP would attend FGB meeting at North Hinksey Primary School on 5<sup>th</sup> July to observe the role of the Chair.

## **14. Safeguarding**

HK reported that all policies relating to safeguarding except anti-bullying and safety are now in place.

## **15. Staff Well-Being**

CB reported that there had been no staff meeting to discuss well-being this term. Staff training outside the school environment had been suggested. JJ felt staff were generally content as end of term approached. CB would like to reduce the amount of report writing. RG opined that reports were probably too long and it was agreed that this subject should be referred to Parent Forum.

**Action: CB**

## **16. Academisation**

CB advised that this subject had been mentioned in a Parent Newsletter. It informed parents that governors were actively reviewing the situation but would not be rushed into making a hasty decision. A special FGB meeting would be organised with speakers invited to give pros and cons.

**Action: JP**

## **17. Policies**

Accessibility plan had been circulated to all governors and was approved.

Home School Agreement had been cleared through Parent Forum and would be circulated to governors for approval by email.

**Action: CB**

## **18. Governor Vacancies**

Election for a Parent governor would be held at the start of next term.

Advertisements for a Co-opted governor had been placed. RG suggested that networking by governors might be a more successful route to recruitment.

HK was elected Vice Chair of HPR Committee with immediate effect.

## **19. Exit Interviews**

HK confirmed she was happy to co-ordinate exit interviews but could not carry them all out herself and would be seeking help from other governors.

## **20. Any other business**

JJ was thanked for organising the Talent Show. It had run like clockwork and had been a thoroughly enjoyable Evening.

**Tabled papers:**

- FGB3 Agenda for 6 April 2017
- FGB2 Minutes of 8 December 2016
- ESW2 Minutes of 26 January 2017
- SDIP 2016/17
- Headteacher's Report April 2017
- Governor Development Plan April 2017
- SWOT for 30 hours childcare
- Exit interviews record
- Oxfordshire Support for Tans Children & Young People
- Oxfordshire Celebrating the Difference
- SIL Report 2016
- Values & Mission Statement
- Vision Spring 2017