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CARE - THINK - INSPIRE - ACHIEVE

Headteacher: Clare Bladen BA(Hons) PGCE, NPQH

MINUTES OF THE 4th FULL GOVERNING BODY MEETING IN 2016/2017 HELD AT THE SCHOOL ON WEDNESDAY 22nd JUNE 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 6th April had been completed apart from:

RG to produce school uniform report. Work in progress.

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.

Present:

Co-opted governors: Joey Potgieter (Chair) **JP**, Colin Cook **CC** (until 7.25 pm)

Parent governors: Helen Kaufman **HK**, Ben Selby **BS**

Local Authority: Rebecca Huxley (Vice Chair) **RH**

Headteacher & Staff: Clare Bladen (Headteacher) **CB**, Jonathan James **JJ**

Associate member: Claudi Thomas **CT**

In attendance: Rachel Caseby (Governor Services) **RC**, Judy East (Acting Clerk) **JE**.
Louise Savell (Prospective Parent Governor) **LS**

1. Apologies for absence

Apologies for absence were received and accepted from Rachel Goode (Co-opted) and Susanna Pressel (Co-opted).

2. Notification of :

2.1 Urgent Business

There was no urgent business.

2.2 Any racial , LGBT, health & safety or other incidents/concerns

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

2.3 Any complaints

Two complaints have been received and are being dealt with by RH and HK and one concern has been dealt with. CB added that she would question whether the other two are in fact complaints.

Action : RH, HK

2.4 Any Exclusions

There had been no exclusions.

3. **Procedural items**

3.1 Quorum

It was confirmed that the meeting was quorate.

3.2 Declaration of interests

There were no declarations of interest.

4. **Matters arising from the Minutes of FGB3 (6th April 2017)**

Health & Safety : A visit took place 2 weeks ago. There were a few minor issues which included some Policies not being signed off. JP will see Lisa to sign the policies. CC will be coming in tomorrow for a Health & Safety visit.

Action : JP/CC

School Uniform report : Noted this is a work in progress

Governor Skills Audit : Completed. This was the basis for the co-opted governor vacancy advertisement.

Action : Pending

Peer Review arrangements : Deferred to September

Action : September Agenda item

Staff/Governor School discussion meeting : CB and Tessa have not yet confirmed, but the meeting will take place in September during the first of 2 INSET days. All Governors are invited to attend : CB to confirm date (provisionally 4th September).

Action : CB

OFSTED : CB attended training on "When you get the call". She said it had been reassuring that the school is on the right track. CB will be doing more work after analysing the data.

Action : CB

Q. How can Governors be well briefed?

A. CB will brief Governors – there will be an expectation from OFSTED that Governors know strengths and weaknesses of the school. There is need to identify what the key lines of enquiry will be beforehand.

Action : CB

2nd signatory for Bank account : CB to speak to Lisa.

Action : CB

SDP : RG and CB have not yet looked into targets – work in progress.

Action : RG, CB

Parents' Survey : This has been done.

Governor Visits : Noted that SP has made a school visit and will send in a report.

Action : SP

School Reports/Parents' Forum : This has been done.

5. Minutes from HPR2 and ESW3

BS reported.

HPR2

A useful session had been held to look at the Financial Controls Policy document. There were some concerns about control in the school/knowledge and awareness of the Budget situation – this will be picked up at the HPR July meeting. The Committee discussed the capital expenditure programme – a joint presentation between Governors and Friends was held and there will be a specific group set up for Fundraising. Issues identified by parents in the parent survey (November 2016) were leadership and management, facilities, and knowing about their children's subjects. Following on from this, CB did a session at Parents' Forum last week.

Q. Are parents (replying to the parent survey) targeting the GB?

A. Can't answer that – everything seems to go CB's way but relationship and management is Governors as well. There was a request to share Parents' feedback. CB wants to look at implications for the school and resources – no personal comments will be included. There is a need to get more parents on board to take the survey.

It was pointed out that it is the school's responsibility to get the Parent View – CB would normally have the responsibility of sending out the survey and facilitating it, Governors can see it.

Q. Would we see the questions of the parent survey beforehand?

A. They would normally be the standard OFSTED questions. It was agreed to delegate to CB, and from September there should be a Parents/Staff/Pupil survey, but the first Pupil Survey should be done before the end of this term.

Action : CB

Q. Is this put into the SDIP when it's been done?

A. No, it hasn't been done before – CB would not want to include it.

It was noted just a small group would be sufficient for the Pupil Survey. It could be linked to the SDIP where relevant – the questions are simply to find out what children's learning experiences are. CB added that School Clubs should also be surveyed and undertook to draft a School Club questionnaire.

Action : CB

CB said that at the training meeting she attended it was suggested there should be only 3 priority headings in the SDIP, with everything else coming underneath them. Parent/Staff/Pupil surveys can be included in the Governors' monitoring document.

ESW

CT reported in RG's absence. The meeting had looked at March internal progress data, and Pupil Premium. The school was not quite making expected progress on Pupil Premium. Also discussed were summer-born children and catching up. Other things discussed were Writing, the Reading scheme and tracking progress of children below age-related expectations.

6. Headteacher's Report

CB presented her report, which had been circulated prior to the meeting. It was noted that end of Assessment Week is tomorrow and data will be put into the first ESW in September. The following items were highlighted :

6.1 Languages update and strategy

How they are going to be taught in school from September : We have discussed having a formal meeting. Lilina Licata is of Italian descent and QTS status. She is currently teaching Italian in Y4 and would like to take those children up to Y5. CB would like to do this across the school – there are lots of ways it could be done to make it really effective without taking Lilina out of Y4 too much.

Q. What are we aiming to achieve?

A. It is statutory that we have to teach languages in KS2.

Q. Because it is a legal requirement, what happens to the new Y6s – that class has not had much?

A. It was the intention but it has not happened so we are talking about intense Italian and also training up some of the teachers to keep use of conversational language and vocabulary going within the classroom and also having early morning activity to give an extra boost.

Q. How will you meet the legal requirement?

A. They had French for 2 years.

Q. Could we see evidence for this?

A. CB is the Modern languages lead.

Q. In terms of language taught, are we being opportunistic?

A. We have been struggling with this in primary education for the last 20 years. Very few teachers have the skill to teach a Modern Foreign Language.

Q. It would be fairly easy to pair up with a school in France....

A. We would have to have a succession plan – CB needs to confirm what will be in place in September after further discussions. It was pointed out that the HT Report has important links to and obligations to the SDIP that have to go in.

6.2 Teacher Observation Data from Perspectives

Climate for learning – an area for development is participation and engagement. There have been some Learning Walks - Tessa has notes on these. There is need to look at check back time and children reviewing their own marking. Some improvement in engagement across the school is needed.

Formal Lesson observations – There has been one round of lesson observations since March - they are used for Staff Appraisal and INSET.

Q. How are newer or settled teachers feeling?

A. It is about what development they want and what we can do. Our staff now are really up for what they need to improve on and are very open to facilitating it themselves.

6.3 School Improvement Leader – second visit

It was noted that the school qualifies for a SIP lead from an Outstanding school in Oxford. West Oxford's issue is Writing and some staff have been to look at Writing at the SIP's school - they were surprised how good West Oxford's writing is. Tomorrow there will be a Writing Moderation visit.

Q. What triggered the moderation visit?

A. NQT in Y6. But 25% of schools are picked in each phase – it is good external validation. It was a reassuring visit.

Last year's dip in results was caused by an anomaly in the cohort which wasn't the usual cohort profile for West Oxford, external pressures, and changes in staff.

It was pointed out that normally the HT and SLT would put together a draft SDIP for Governors to discuss, but Governors need to agree key areas. Governors need to have a conversation about what their key priorities are and what it means to SLT to make it happen. It was agreed Governors would start with this and CB will report on progress – Governors need to ask what the impact was on the children.

Action : All Governors

It was noted that Maths is a priority for the school in the SIL Report. CB said that a Maths lead has been recruited and she will be invited to the monitoring meeting in September

7. Moderation Report for Foundation Stage

The previously circulated Report was received.

Q. What triggered EY moderation?

A. It just happened. Sometimes it is because you haven't had one for a while. NQTs are a trigger. We have had a really good team in Reception this year which has weathered the change in staff. There will be an NQT in Reception from September and she will have 10% release time - Carrie Cooke will work alongside her.

Governors asked for their thanks to be passed to Carrie and Maryam for the great results.

8. Update on Staffing

8.1 Any further changes : It has been necessary to find money for a TA to work 1:1 with a child who has high needs, joining in September. CB said there has been some response, but it is stressful work; some financial support should be forthcoming.

CC left at 7.25 pm

8.2 Recruitment update : We will be fully staffed in September.

8.3 Office/CB's workload : A member of support staff will be leaving in November. There will be need to think about how to provide TA support – it might be that not every class will have a full-time TA.

CB added that the new Admin. role has helped relieve her workload a little – this will be kept under review. *Action: HPR*

9. Safeguarding

There has been one incident since the last FGB (see HT's report). There has also been one case of Child Protection – Governors noted that the child is no longer at the school. CB said she would like PREVENT lead training and also training on Domestic Abuse violence.

Anti-bullying and e-safety policies still need to be done. HK will do her third safeguarding visit this year in July to contribute to the annual safeguarding report. All governors have now read 'Keeping children safe in education (Part 1)'.

10. Academisation

RH had attended a recent meeting, which was very informative. Bob Price, Leader of Oxford City Council, chaired the meeting and 3 Academy representatives gave presentations. All said that schools should think very carefully about which Academy to join. 70% of Oxford City Primary schools are still not in academies and there is need to bear finance in mind. Although it is meant to be a very equal system, it is very unequal. Resources are all shared. Some schools are struggling to get staff. The River Learning Trust has 12 schools, which includes 7 Primary. Matthew Arnold have gone into the Acer Trust, which has one Primary and 3 Secondaries. The Diocese doesn't only take C of E schools and is now a very big group incorporating geographic hubs. Academies don't have to have QTS. Federations have found it very difficult. RC said the view is still to be very wary and there is a way to go. There is need to be aware of saturation in a big Trust. A further meeting will be held in December.

Governors agreed there is need to keep looking at this but not to actively pursue. The position may change if CB doesn't get the level of support needed from the LA.

11. SDIP

11.1 Review of 2016/17 SDIP

CB reported that she is updating the SDIP and will be putting dates on this. Over the year they will become amalgamated into new Objectives.

5-year vision - Methodology, Rationale, and what it looks like. Governors need to have a shared vision. Most don't run a 5-year plan – they run a 1-year plan which is likely to extend.

Modern Languages, equality objectives and staff retention will be put on the SDIP. There needs to be discussion on how Governors will make the most impact this year with the Budget on pupils in school.

SDIP – Outcomes for Pupils :

Q. Is there specific data?

A. Yes, this will be discussed at the next ESW.

Leadership & Management : CB will add a colour code key next time. Slight amendment needed to one area.

Learning Walks : Governors need to do Learning Walks to start to feed in – RH has already done one, RG will do a KS2 visit, and JP will do KS1 – quality objectives need to come out of these.

11.2 Reports from Governors with special responsibilities. This was omitted.

11.3 Headlines and issues relevant to preparation of 2017/18 SDIP : These have come out of work done on the SEF - things that have come up during the year from data so far and INSET discussions. This will be continued at the next 2 Staff Meetings – JP will attend one of these.
Action : JP

12. Staff Well-being

Nothing to report, but CB said that end of term is always a stressful time because of less routine.

13. Governing Body

13.1 Annual Governance Statement : JP will do this.
Action : JP

13.2 Re-election of Co-opted Governors : RH and JP were re-appointed Co-opted Governors for a further 4-year term. JP was thanked for her incredibly hard work over the past year.
CT was re-appointed as an Associate Governor.

13.3 New Parent Governor : LS was elected as a new Parent Governor w.e.f. 1/9/17.

13.4 New Co-opted Governor : Three nominations have been received - CB, JP, and BS will interview the applicants. Details have been sent to Governors; JP asked Governors to let her know if they have any questions. It was noted that one nominee might be appointed as an Associate Governor.

13.5 Confirmation of Chair and Vice-Chair roles of FGB and HPR and ESW :
FGB: Joey Potgieter (chair), Rebecca Huxley (vice-chair)
HPR: Ben Selby (chair), Helen Kaufmann (vice-chair)
ESW: Rachel Goode (chair), (vice-chair)

13.6 2017/18 Meeting Dates : These will be circulated.
Action : CB/JP/BS

13.7 Staff Governor election : CB confirmed that the Staff Governor election is in hand.

13.8 Training update : No update. The Clerk will send the current Training brochure to JP.
Action : Clerk

14. Policies

14.1 The following Policy was approved :
Home/School Agreement
The following policies were circulated for note:

Equality Information and Objectives statement
Staff Discipline, conduct and grievance

14.2 Policies strategy for 2017/18 (HK)

Two policies will need to be approved in the autumn term:

Supporting Pupils with Medical Conditions (Jo Carr was thanked for her work on this)

Positive Relationships and Behaviour

In spring 2018 Governors' allowance and Health and Safety will need to be reviewed.

15. Any other urgent business

Parent forum had asked Governors to look into Rafa's role as a school dog. JP had done this with CB. As a result CB decided to have Rafa assessed to see whether he could be trained as a pet for therapy. In the meantime, CB introduced 'Walk an extra mile...'. A group of 4 children were taken for a walk with Rafa, which was much enjoyed.

16. Date of next meeting

T.b.a.

The meeting closed at 8.30 pm