



OXFORDSHIRE COUNTY COUNCIL

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**Minutes of the Full Governing Body Meeting held on
11 July 2016 at 6.00pm at the School**

Present:

Sarah Nisbett (SN) Headteacher	Jan Millington (JM) Staff
Angela Dowley (AD) Parent *	Amanda Dickson (ASD) Parent
David Godwin (DG) Co-opted	Kathryn Keeping (KK) Parent
Sarah Varnom (SV) LA (Chair)	Henry Cooke (HC) Foundation *
Neil Brading (NB) Co-opted	Richard Border (RB) Co-opted
Laura Edwards (LE) Foundation (Vice Chair)	

The Meeting was quorate

In Attendance: Vicki Stephens (VS) Deputy Headteacher and Gemma Peace (GP) Clerk.

Apologies for Absence: There were no apologies.

26/16 Declarations of Interest in Agenda Items

NB declared an interest in relation to any discussion regarding his wife, who is currently providing SENDCO cover at the school.

27/16 Election of Chair and Vice Chair

GP took the Chair and explained that she had received a nomination for SV as Chair. SV accepted the nomination. SV left the room and Governors voted to appoint her as Chair for a one-year term. SV took the Chair.

LE was nominated as Vice Chair. LE accepted the nomination and left the room. Governors voted to appoint her as Vice Chair for a one-year term.

28/16 Minutes of the Full Governing Body Meeting held on 25 April 2016 for accuracy

The minutes of the meeting held on 25 April 2016 were agreed as a true and accurate record of that meeting. The Chair signed the minutes and handed them to SN to file.

29/16 Matters Arising from the minutes, not covered elsewhere on the agenda

Signed

Date

None to report.

30/16 Headteacher's Report

The report had been sent to Governors before the meeting.

Q. Governors asked whether the two NQTs who had been appointed are on temporary contracts?

A. SN confirmed that they are both on temporary contracts, and she had sought HR advice beforehand.

Q. Governors asked about the SENDCO role at the school?

A. SN confirmed that Jill Brading had been covering and would do so until Verity Banbury returns after October half term.

Q. SN is a Local Leader of Education, which is now provided through the Oxfordshire Teaching Schools Alliance (OTSA). Governors asked whether SN would continue with this role in the future?

A. SN said that she would continue with that role, but would consult the Chair about future projects, as she has done in the past.

* AD arrived at 6.15pm.

SN had sent a copy of the letter that will be sent to parents of pupils in the Witney partnership schools regarding term time absence. That letter would be accompanied by Nick Gibb's letter (Secretary of State for Education), regarding unauthorised absences, which had also been sent to Governors. SN agreed to change the work 'extenuating' to 'exceptional' in the parents' letter, to mirror the wording of Nick Gibb's letter. Governors also suggested that the letter is sent to parents before the summer holidays, as well as afterwards, and SN agreed to put that proposal to the partnership.

Action: SN to alter wording of the parents' letter and suggest sending the letter out before the holidays.

SN reported that there had not been any incidents of racial harassment or bullying, and the safeguarding report would be discussed later in the meeting (see minute 32/16).

31/16 Committee Reports

Performance and Standards - Meetings had been held on 20 June and 11 July and the minutes from the June meeting had been distributed to Governors.

RB reported that, earlier this evening, the Committee had discussed the results of the recent SATs tests and assessment throughout the school. The assessment report that was considered at that meeting had been distributed to all Governors in advance of the FGB meeting.

RB reported that overall progress across the school, and results in EYFS and KS1 SATs are very good.

The KS2 SATs results had been the main discussion point. SN explained the school's results in the wider county and national context. The target is that every pupil should be working at least at the expected standard in reading, writing, maths and grammar, punctuation and spelling. This year's SATs results cannot be compared to previous results. The new judgments are less than expected standard, expected standard or working at greater depth. The tests are now norm referenced and results based on a scaled score. It was noted that the current year 6 cohort had only had two year's of teaching under the new national curriculum before sitting these tests.

The Chair provided some background to the current situation for Governors who were not at the Performance and Standards meeting. Nationally, 53% of pupils have reached the expected level in the core subjects assessed by the SATs. Currently, the percentage of pupils at the school reaching the expected level in all relevant areas is 46%, despite there being very positive results, such as 73% reaching the expected level in maths. SN commented that the national picture is very inconsistent. The reading test had been widely criticised across the country. The message at the moment from unions is that schools should not panic if results are not as favourable as they anticipated they would be. Schools are currently sending papers to be re-marked (Ducklington is re-submitting four papers). Governors noted that the press have shown very little or no interest in what is happening in relation to the SATs, although there have been calls for the Education Secretary to resign.

SN explained that she had analysed at the pupils in the cohort on a case-by-case basis, to see where they were at the end of KS1 and how that compares to the results now (expected being 100 or above on the scaled score). SN presented a chart detailing progress made by pupils, which showed that a significant majority of pupils in the cohort had made expected or above expected progress.

Q. Governors asked whether any pupils had not made expected progress on those judgments?

A. SN said that a small percentage of pupils had not made expected progress in some areas, but these could be explained.

RB said that the committee had considered how to move forward next year following these results. Maths has been a focus and still requires input, although perhaps not quite at the same level of intensity. However, the areas of the English curriculum that appeared to be weaker require a strong focus and intensity, and SN is going to prepare a plan for the next school year. Spelling had been identified as a particular area for development. RB explained that, if any spelling was incorrect, pupils were not awarded any marks in a question even though their grammar and punctuation was correct. The Committee had spoken about an external body starting this process to take some pressure off the leadership staff during the implementation stage.

The Committee members had also recorded their thanks to the year 6 staff and were confident that the staff understood the data. The Committee had suggested that, in order to

demonstrate the progress that pupils had made, books should be kept from the current year 6 cohort during the next school year.

Q. Governors asked about the morale of year 6 staff at present?

A. VS said that the staff have been told that they have done an excellent job of teaching the pupils, and that this is a national issue. SN emphasised that all school staff must contribute to the progress of pupils across the year groups, so that they enter year 6 in a strong position to reach the expected standard.

Q. Governors asked whether anything could be learned from the assessment of pupils across the year when compared to the actual results?

A. SN said that assessment had been consistent across the year, although some of the tests used had a pass mark that had turned out to be much lower than the SATs pass mark.

SV commented that schools falling below the old government floor standard would have had less than 65% of pupils reaching level 4, with less than average amounts of progress in reading, writing and maths. A recent government statement suggested that there would be no more than a further 6% of schools falling below the new floor standard. At present, there are a lot of schools that would fall below that standard if progress were not taken into account. SV also commented on coasting schools and the fact that the meaning of this was also now unclear.

Q. Governors asked how parents and pupils have been informed of the results?

A. The year 6 staff had spoken individually to pupils about their results, as well as parents where necessary. Reports had focused on progress and attitude, not just results.

Governors commented that the 53% figure was also misleading in that it applied to pupils meeting the expected standards in all areas, whereas they would not meet that standard if they fell slightly below expected level in only one subject.

Governors unanimously thanked year 6 staff for their hard work this year.

**HC arrived at 6.40pm.*

Resources – Meetings had been held on Friday 29th April and 8th July. The April meeting focused on the budget, which had been distributed to all Governors and approved, before being submitted.

HC reported that the July meeting had focused on:

- The present budget situation, which is still positive.
- The Committee had agreed that VS could be released from teaching next year.
- Fencing issues had been discussed, in relation to funding and safeguarding.
- The new car park was also discussed – the Committee had raised a concern with the Parochial Church Council (PCC) that there must be a safe dropping off and collecting area for pupils. SN had attended a meeting about the car park last week. She had

made it clear that she thought that parking spaces should be marked on the car park. RB said that parking spaces had been considered but it was felt it would limit the number of cars that could use the space, which would be detrimental. He also added that the entrance to the car park would be widened so that there would be sufficient room for cars to enter and exit the car park simultaneously. Governors were informed that the work on the new car park would start the day after school finishes for the summer holiday. SN commented that the contractors had been very helpful to date.

32/16 Annual Safeguarding Report to Governors

The Annual Safeguarding Report had been sent to all Governors before the meeting.

SN said that Safer Recruitment Training needed to be reviewed. Estelle, SN and VS have completed the most up to date course. SV and NB had attended training in 2011. Governors were informed of the significance of the training on interview panels.

Action: SN to contact OSCB regarding providing safer recruitment training to partnership Governors.

Action: GP to add governing body training record to the next FGB agenda.

The Governors' response section of the Report was considered and completed at the meeting. The Governors agreed that they should all try to complete safer recruitment training. Governors commented that they should also ensure that the safeguarding action plan is consistently scrutinised.

Action: LE to produce a Governors' action plan for safeguarding to consider at the next FGB meeting and **GP** to add that to the agenda.

Action: SN to submit the Report to the County Council as soon as possible.

33/16 Review of policies

Policies had been distributed before the meeting, but will be discussed at the next FGB meeting.

34/16 CAT testing update

SN reported that the year 6 pupils going to Henry Box had been taken by minibus to the school to complete the tests. This had worked out reasonably well, and the pupils had not had to sit the tests at Ducklington.

35/16 Governor Vacancies / Terms of office ending

There is a Foundation Governor vacancy, following Glyn Rees' resignation. Governors recorded their thanks to Glyn during his time as a Governor.

SV informed Governors that one person had been put forward to the Diocese to fill the Foundation Governor vacancy and the PCC would confirm that appointment on Thursday 14 July. That Governor will attend the next FGB meeting. RB said that he thought that the PCC should perhaps have written to the governing body asking what skills the new Foundation Governor should ideally possess. Governors agreed but conceded that, although you can desire certain skills, Foundation Governors tend to come from a smaller pool than Co-opted or Parent Governors, and it very much depends on who wishes to volunteer. Communication between the school and the PCC was also discussed. Governors observed that the process might not have been conducted in an ideal fashion this time, but that could be addressed in the future.

Action: SV will feed back at the PCC meeting later in the week. **Completed.**

There will be a Co-opted Governor vacancy when DG leaves the governing body. Governors thanked DG for his significant contribution to the work of the governing body during his years as a Governor, and time as Chair. DG said that it had been an honour to sit as a Governor and as Chair, and thanked the other Governors for their support.

Action: GP to add consideration of Co-opted Governor vacancy to the next agenda, and GP to redistribute the skills matrix (**completed**), which **all Governors** must complete before the September FGB meeting.

There will also be a Staff Governor vacancy as JM is leaving the school at the end of term. Governors thanked JM for her work as Staff Governor and as a teacher during her time at the school.

36/16 Governor Training and Visits

- RB had completed safeguarding training at Banbury.
- SV has completed Headteacher performance management training.
- KK and RB attended the evening for new F1 parents.
- AD had visited the school to meet the new SENDCO.
- Several Governors had attended the Big Lunch.

37/16 Academy Status and Partnership Collaboration

The Governors had a confidential discussion at this point.

38/16 Date of the next FGB meeting

12 September 2016 at 6pm

SN told Governors that the leavers' service is on Tuesday 19th July at the Church. HC agreed to attend.

The meeting ended at 8.00pm

GP: 11 July 2016