



OXFORDSHIRE COUNTY COUNCIL

SARAH NISBETT, HEADTEACHER

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**Minutes of the Full Governing Body Meeting held on
17 July 2017 at 6.00pm at the School**

Present: Sarah Nisbett (SN) Headteacher Helen King (HK) Staff
Kathryn Keeping (KK) Parent Doreen Rose (DR) Co-opted
Neil Brading (NB) Co-opted Henry Cooke (HC) Foundation
Angela Dowley (AD) Parent Amanda Dickson (ASD) Parent
Laura Edwards (LE) Foundation (Vice Chair)

The Meeting was quorate

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

Apologies for Absence: Sarah Varnom (SV) LA (Chair), Nicci Boddam-Whetham (NBW) Foundation, Richard Border (RB) Co-opted and Sara Church (SC) Associate.

The meeting commenced at 6.15pm.

39/17 Welcome, introductions and apologies

LE welcomed all to the meeting. Apologies were received and accepted from SV, NBW, SC and RB.

40/17 Update of Register and declarations of interest in agenda items

There were no declarations of interest in relation to agenda items.

41/17 Election of Chair and Vice Chair

The Clerk took the Chair. She reported that she had received several nominations for SV to be Chair for another term. SV had informed the Clerk that she accepted the nomination. In SV's absence, Governors voted to reappoint her as Chair for a further one-year term of office.

The Clerk informed Governors that she had also received several nominations for LE to continue as Vice Chair. LE accepted the nomination and left the room. Governors voted to reappoint LE as Vice Chair for a further one-year term. LE returned and took the Chair in SV's absence for the remainder of the meeting.

Signed

Date

42/17 Minutes of the Full Governing Body Meeting held on 22 May 2017 for accuracy

The minutes of the meeting held on 22 May 2017 were agreed as a true and accurate record of that meeting. The Chair signed the minutes and handed them to SN to file.

Action: GP to send pdf version of May minutes to the school office.
Completed.

43/17 Matters Arising from the minutes, not covered elsewhere on the agenda

SN confirmed that all Governor photographs have now been added to the website.

44/17 Annual Safeguarding Report

This will be discussed at one of the FGB meetings in the autumn term.

Q. Governors asked whether the school had considered lock down procedures.

A. SN confirmed that they form part of the school's Critical Emergency Policy. She went on to assure Governors that they would be practised in future.

Action: GP to add Annual Safeguarding Report to an agenda during the autumn term. **Completed.**

45/17 SEND Update

Action: NB to arrange a meeting with Verity Banbury in September and report back at the next FGB meeting. GP to add SEND update to the agenda for the next FGB meeting. **Completed.**

46/17 Academy discussion/OCC correspondence

OCC had sent a letter and questionnaire to governing bodies of maintained schools across the county to garner their views regarding the possible formation of a LA MAT. The questionnaire must be returned to OCC shortly.

SN attended a presentation that had detailed this matter. Governors spoke about the positive and negative facets of joining different types of MATs; for example, joining an established MAT or joining a newly formed MAT.

Q. Governors asked whether there are any particularly successful MATs that local schools have joined.

A. SN said that the River Learning Trust is successful at the moment. However, MATs evolve and, because one is doing well at present, it does not mean that it will continue to do so in the future or is the best choice for the school.

The questionnaire asks whether the school was considering voluntarily converting to academy status and whether existing MAT options in the county are suitable. Governors agreed that

the school would consider converting but, until now, the governing body had not found a suitable MAT to join. LE led Governors through the questions, noting their answers and opinions in order to report back to OCC.

Action: LE (or SV) to return the completed questionnaire to OCC as soon as possible.

47/17 Governor Healthcheck

The Governors considered each question on the Healthcheck at the meeting, as the Healthcheck was available to view.

Governors agreed that any areas in which they had not awarded themselves the highest grade should feed into the leadership section of the SDP.

Action: GP to send Committee terms of reference to SN to add to the website.

48/17 Preschool Update

SN informed Governors that building work is progressing well. The building should be finished by September and the preschool will open in October. SN explained that the funding that the preschool was awarded only covered the building work that is being undertaken. Therefore, further fundraising is required in order to buy equipment for the new classroom.

Q. Governors asked how the preschool is governed at present.

A. SN explained that it is a charity and has a committee that governs it. SN has been informed that the best time for the school to officially merge with the preschool is at the start of a fiscal year. When that happens, the governing body would become the governing body for the preschool class of the school.

Governors emphasised that it is very important that there is collaboration between the preschool and foundation stage classes. SN agreed and explained that this does already take place. SN is going to confirm what qualifications the preschool class teacher must have, in order to determine who can be considered for the post.

Governors also debated the financial implications of the preschool moving on site. They spoke about the use of the 30 hours vouchers and childcare vouchers. They also considered what happens if, at some point in the future, there are insufficient pupil numbers, and how part time pupils affect funding. Governors acknowledged the fact that they are exposing themselves to a situation that they have not had to deal with before, and that it was prudent to try to foresee any potential problems.

SN confirmed that an Associate Governor who represents the preschool should be appointed at least during the transition period, and potentially remain on the governing body in the future.

49/17 Committee Reports

Performance and Standards Committee – The Committee met before the FGB meeting at 5pm. The Clerk confirmed that she would upload the minutes to GovernorHub as soon as possible. AD reported that the Committee had discussed:

- SATs results, which show that pupils have made good progress. Results show an improvement on last year across the board.
- Reading will be a focus in the SDP/SEF next year.
- Assessment was considered and whether it is robust and consistent throughout the school.
- Governors had been given a pupil premium update. It was noted how the proportion of pupils with social and emotional needs has increased, and Governors discussed what can be done to support them. At the FGB meeting, Governors agreed that the Resources Committee should also consider how funds could be used most effectively to support those pupils.

Resources Committee – The Committee met on 16 June 2017.

HC reported that the Committee had focused on the budget, which is still healthy despite the changes in staffing. The carry forward for the next three years was detailed at the FGB meeting. SN confirmed that items such as redecorating had been factored in to the long term budget forecast. Health and safety issues had also been considered (see minute 52/17 below).

50/17 Review of Policies

The following policies were available before the meeting:

- Confidentiality Agreement.
- SEN Policy – SN agreed to ensure that all references to the code of practice refer to the 2014 version. Governors pointed out that a relevant LA document should also be referred to. Where ‘Every Child Matters’ is referred to, it should be noted that it is a historical document.
- Staff Handbook - Governors discussed the issue of visible tattoos and piercings (with the exception of ear piercings) and how this is dealt with at other schools. It was noted that this issue is addressed in the dress code at many schools. Governors spoke about the way that this could be communicated to staff. Governors agreed that it should be included in the dress code, which already states that staff are role models and should dress appropriately.

Governors **approved** the policies, subject to the changes discussed being completed and uploaded to GovernorHub.

51/17 Governor Vacancies / Terms of office ending

There are currently no vacancies on the governing body. LE’s term of office ends in September 2017.

Action: HC will let LE know whom to contact at the Dicoese about this.

52/17 Governor Training, Training Record and Visits

Training – All Governors have completed Prevent training. Governors also attended Safer Recruitment training recently. All records of Governor training are kept in the safeguarding folder at the school.

Visits – NB visited to speak to the NQTs last week. SN confirmed that another NQT would join the staff in September.

LE, SV and DR had watched the KS2 performance. KK had attended the KS1 singing assembly.

53/17 AOB/Date of the next FGB meeting

AOB –

Headteacher’s report – Although it was not a separate agenda item at this meeting (due to the volume of matters that the governing body has to consider), SN had prepared a brief Headteacher’s report and posted it on GovernorHub before the meeting.

SN and VS informed Governors that an incident involving both safeguarding and health and safety matters had occurred outside school hours. The pupils in question had been recorded carrying out several dangerous and antisocial activities, and the video had subsequently been posted on Youtube. SN had contacted pupils’ families about this, as the pupils’ actions had the potential to bring the school into disrepute, especially as children were wearing school uniform when they carried out the acts in question.

SN confirmed that the families had been supportive of the school’s position. Governors pointed out that the matter has raised questions about how the school should deal with such incidents in the future, and attempt to prevent it happening again. Some older pupils have Youtube, Snapchat and Instagram accounts, which raises the risk of similar problems reoccurring. It was confirmed that staff have received e-safety training. Governors also discussed whether the school could ask PCSOs to speak to pupils about this matter. SN confirmed that the Home School Agreement is sent out every year, although that relates to school time, so parents must also take responsibility for their children’s actions outside school hours. This matter has raised e-safety issues, safeguarding issues and also necessitated consideration of how matters like this should and could be communicated to the pupils and wider school community. Governors agreed that duty of care issues have also been raised, especially with the summer holidays fast approaching. SN agreed to add a paragraph to the last newsletter of the term, to be sent out on Wednesday of this week, detailing (anonymously) the events that had occurred.

Governors discussed the results of the parental questionnaire that had been distributed recently. It was very positive overall, particularly as 100% of parents who had responded to date agreed that their children make good progress at the school and are taught well. 29% of

parents who had responded had indicated that they are not sure whether the school deals effectively with bullying. However, only one parent had indicated that s/he does not think it is dealt with effectively. The majority who ticked the 'don't know' box stated that they had no experience of this. Governors questioned whether they should be concerned about this. It was pointed out that, unless their child had been involved in an incident, parents would probably not be aware of how effectively the school deals with bullying. However, this could be investigated further. 33% of parents who responded had said that they did not agree that they generally have sufficient warning about school activities that will affect their children. Governors acknowledged that there have been some concerns around communication, but they are aware of this and it is being addressed. Governors resolved that they should discuss the questionnaire results at the next FGB meeting, once all parental responses have been submitted.

Action: GP to add discussion of the questionnaire responses to the next agenda. **Completed.**

HR – Two exit interviews are scheduled to take place this week. KK and AD are waiting to hear from other relevant staff members.

Church events/links with school - LE informed Governors that she, SV, NBW, HC and KK had met to consider a church organised event, possibly to be held one Saturday during each term, which pupils would be invited to attend. They also discussed whether a welcome booklet from the church could be added to the welcome pack for new pupils, and other initiatives to cultivate the link between the church and the school community. Using the church as an extension of the school was also discussed. Community events such as a litter pick or dementia tea party were also proposed. SN suggested that Church based events could be added to the community event page on the newsletter.

Dates of 2017-18 FGB meeting –

- Wednesday 13 September 2017 at 6.00pm
- Wednesday 27 September 2017 (additional meeting)
- Tuesday 14 November 2017

Further FGB meeting dates will be confirmed at the September FGB meeting.

Items for discussion at next meeting:

- Meeting dates for 2017-18 Committee meetings
- Committee terms of reference/membership
- Questionnaire responses
- Safeguarding report, if ready

Governors thanked the staff for their hard work and commitment during the school year.

The meeting ended at 8.07pm

GP: 17 July 2017