



OXFORDSHIRE COUNTY COUNCIL

**SARAH NISBETT, HEADTEACHER**

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**Minutes of the Full Governing Body Meeting held on  
20 March 2017 at 6.00pm at the School**

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

*The Meeting was quorate*

In Attendance: Gemma Peace (GP) Clerk.

Apologies for Absence: Sarah Varnom (SV) LA (Chair), Richard Border (RB) Co-opted, Amanda Dickson (ASD) Parent and Sara Church (Associate) TA.

**11/17 Welcome, introductions and apologies**

LE chaired the meeting in SV's absence.

**12/17 Update of Register and declarations of interest in agenda items**

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

**13/17 Minutes of the Full Governing Body Meeting held on 30 January 2017 for accuracy**

The following **actions** were identified as **outstanding**:

- There are still some Governor interviews that need to be held with the school council – LE, HC and NBW. Governors to liaise with Alison Hobby, School Council lead.

The minutes of the meeting held on 30 January 2017 were agreed as a true and accurate record of that meeting. The Vice Chair signed the minutes and handed them to SN to file.

**Action: GP** to send pdf version of November minutes to school office.  
**Completed.**

**14/17 Matters Arising from the minutes, not covered elsewhere on the agenda**

Signed .....

Date .....

Nothing to report.

### **15/17 Headteacher's Report**

The Report was available on GovernorHub before the meeting.

SN informed Governors that the new teachers are ready to start after Easter, and have visited the school.

There has been a complaint about bullying, which has been fully investigated and not upheld.

***Governors had a confidential discussion at this point (detailed in separate confidential minutes).***

SN said that there have been a relatively high number of unauthorised holiday related absences, which has had a detrimental effect on attendance figures. She told Governors about the process that must be followed should the LA wish to fine parents. Governors discussed the issues surrounding unauthorised absences and the difficulties the school faces in this respect.

96% of parents attended the recent parents' evening. Class teachers were asked to contact parents who were unable to attend on the designated days. SN confirmed that it had been very useful to give parents the main report earlier in the school year, as this had encouraged greater parental involvement and focus. Governors discussed how staff had dealt with writing the reports at a different point in the school year. Governors discussed how teachers approach the report writing and confirmed that they believed that the work life balance of the staff is very important.

The school is holding a sing-a-thon to raise money for a defibrillator for the school. This is taking place on 21<sup>st</sup> March. Any surplus funds will be donated to Comic Relief.

The 'open classrooms' for parents have been welcomed as a positive initiative, as parents have visited the school and become more engaged with pupils' learning.

SN said that the Witney partnership is still meeting, although more schools are converting to MATs, with another local school joining the River Learning Trust. Some of the partnership funds will be used to fund a reading intervention, which the school will benefit from.

The Church Easter experience is underway.

**Q.** NBW asked whether pupils could visit the church for collective worship.

**A.** SN confirmed that pupils could and HK suggested that there could be more involvement in this respect for KS1.

The work on the preschool is going ahead and will start in the next couple of weeks.

The new chair of FODS is settling in well.

SN and SV are going to visit Damian Ettinger at Cokethorpe to speak about the bursary that he told Governors about last year. Governors agreed that it is helpful to have a positive link with Cokethorpe, and the use of the facilities is greatly appreciated.

CPD was detailed in the report.

**Q.** Governors asked whether CPD is assisting staff and enabling them to become more confident in their teaching.

**A.** HK confirmed that it has been very useful. All staff had attended a two-day SPaG course, which was very useful. Teachers also feel able to approach the Senior Leadership Team to ask for training and CPD.

SN and VS are undertaking assessment moderation with staff members. SN assured Governors that staff are gaining confidence in relation to the new assessment regime. Regular meetings are held that assist with dialogue between staff, and have a constructive impact on knowledge sharing. SN explained that knowledge of the curriculum is increasing throughout the staff body. The assessment schedule has ensured that staff have a good idea of the progress that pupils should make by the end of the school year. However, data relating to certain aspects, such as pupils achieving 'greater depth,' will not be available until the very end of the school year when pupils have covered all objectives. Monitoring has been carried out since Christmas, but in a modified way, due to SN and VS's temporary teaching duties. Some monitoring has been devolved to subject teams and some carried out jointly in staff meetings, for example, book scrutinies. This has been very beneficial to all staff. SN and VS will revert to the original monitoring schedule for once the new teaching staff have joined the school after Easter.

SN explained that she is planning to teach Latin to year 5 for one hour per week, under the languages aspect of the curriculum. SN hopes that this will help with SPaG. SN had received positive feedback from another Headteacher about the creative aspect of the school's curriculum, although SN said that she believes that the school can continue to improve by embedding the core subjects through the foundation subject curriculum.

A consultant from Turn It On visited the school to talk about the computing curriculum. HK and VS confirmed that the scheme of work the school uses for computing is user friendly. The new wifi that has been installed has also been very helpful.

### **16/17 SDP Focus**

The SDP was available on GovernorHub to view before and at the meeting.

Governors had agreed to consider the second core priority at this meeting – 'Quality of Teaching.'

See the discussion regarding teaching, assessment and monitoring under minute 15/17 above.

### **17/17 Committee Reports**

Performance and Standards Committee – The Committee had met on 20 February 2017 and the minutes posted on GovernorHub. AD reported that the Committee had discussed:

- The SDP section relating to Personal Development, Behaviour and Welfare, which is graded as ‘outstanding’ in the SEF.
- NQT monitoring.
- Additional support for pupil behaviour.
- Pupil premium.

Resources Committee – The Committee had met on 10 March 2017.

HC reported that the Committee had discussed:

- The budget. This has reduced from being in surplus to being stable, but without the kind of carry forward/contingency fund that there used to be. The school is spending funds wisely and HC said that he does not see this being a long-term problem. The apprenticeship levy will be £12,000 next year and there is a plan in relation to this, possibly involving apprenticeships in the preschool. HC said that almost 90% of the budget relates to staffing costs, consequently there is only a certain amount that could be done to alter the spending of the remaining 10%.
- Quotes to replace the bin storage were considered.
- Darke & Taylor have been confirmed as contractors for the Salex funding and there are forms that need to be completed in order for the funding to be gained. The lights will cost around £10,500 and this will be paid back over the next eight years.
- The increase in numbers when the preschool moves on site was considered. HC emphasised that the school must ensure that what it offers regarding hours at the preschool is sustainable. The preschool will be an additional responsibility of the school and of the governing body at some point in the future, though it will start as an independent organisation before a merger is agreed. HC said that the preschool must open on site in September.
- **SN, HK and VS left the room at 6.55pm.** Governors discussed issues relating to pay. Governors present voted unanimously in favour of the proposal made by HC in this context. Governors also agreed that this would be reviewed in September 2017. **HK, SN and VS re-joined the meeting at 7.10pm.**

### **18/17 Annual Report from the Designated Teacher for Looked After Children (LAC)**

There are no LAC at the school, so a report is not required.

### **19/17 Pupil Premium Report to Governors**

NB had drafted a report for Governors to consider, as he is the Pupil Premium Governor lead. This report was available on GovernorHub before the meeting. He explained that he had met with VS to discuss this, as VS is the pupil premium coordinator.

NB stressed that, just because a pupil is eligible for pupil premium does not mean that they have any specific needs. However, if they do, those needs must be identified. NB explained that regular meetings are held in relation to pupil premium pupils. SN meets class teachers to discuss pupil premium and VS is also highly involved. These meetings ensure that pupils gain access to resources throughout the broader curriculum. NB explained that the school aims to

include pupil premium pupils in all activities. He emphasised that interventions are not exclusively for pupil premium pupils, but the school ensures that they access them wherever necessary. NB explained that there is a toolkit that is used to assess the effectiveness of pupil premium initiatives.

Barriers to learning are identified at an individual level for pupil premium pupils and appropriate interventions are put in place. NB detailed some of these interventions for Governors, such as nurture interventions. There are now two TAs trained for these. Governors discussed this, and VS said that the nurture interventions are given when they are necessary. The sessions are carried out over short periods of time and their effectiveness is therefore relatively easy to assess. Governors discussed how evidence is collected relating to interventions and how the effectiveness of interventions is evaluated. VS confirmed that information is always collated at the end of the academic year and is available on the website for 2015-16. VS told Governors that there are also booster groups in years 5 and 6, and breakfast club, both of which are available to pupil premium pupils. The Educational Psychologist is consulted for those pupils with additional needs. Some pupil premium funds are also allocated to the March residential trip. Engagement with sports activities and engagement with the school council is also considered in relation to these pupils.

VS had put an 'Overview of Pupil Premium at Ducklington' document on GovernorHub and brought a copy to the meeting to show Governors. She also brought data on attendance for pupil premium pupils and the Pupil Progress Reports that staff must complete. VS handed out a document detailing the breakdown of pupil premium expenditure for 2016/17, to date. Governors commented that, as the greatest proportion of the funding is being spent on maths interventions, they would hope to see a positive effect on maths results this year. VS also confirmed that she runs regular attendance reports for these pupils. VS has started to add more of the pupil voice to their assessments.

**Q.** Governors asked whether the performance of pupil premium pupils forms part of the appraisal process for teachers.

**A.** SN said that it does, if appropriate, although performance of all pupils is taken into account in this respect.

**Q.** Governors asked whether SN feels that the funding is being spent in an effective manner.

**A.** SN said that she believes that it is. She told Governors that Ofsted would expect to see good progress for all pupil premium pupils regardless of whether they are on the SEND register.

**Q.** Governors asked whether there have been interventions that have not worked and have therefore not been used again.

**A.** SN said that tends to happen in relation to one to one interventions, and HK said that staff will assess the needs of pupils and carry out interventions according to the way that they work best with individual pupils and groups of pupils.

**Q.** Governors asked if there is currently a carry forward for pupil premium funds.

**A.** VS confirmed that there is not.

## **20/17 Review of Policies**

The Resolving Grievances Policy was approved and signed at the meeting.

## **21/17 Governor Vacancies / Terms of office ending**

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

Governors agreed that they would like to invite a representative from the preschool to join the governing body as an Associate member.

## **22/17 Governor Training, Training Record and Visits**

Training – GP had contacted Governor Services about safer recruitment training but had not had a response. Governors agreed to consider alternative ways to complete this training.

Visits – KK visited Year 1 and Year 3 at the end of February, and spoke to VS about the computing curriculum. KK has completed a visit report. KK said that the e-safety aspect of computing is well covered at the school and assured Governors that the mid-term curriculum plans with Turn It On will be monitored consistently.

AD had met with HK to speak about phonics and watch HK teach a phonics lesson. The pupils have been tested on phonics papers twice to assess progress. AD was impressed with the way that the pupils reacted to the lesson and their levels of engagement were very good.

DR had visited the school and met SN to speak about most able pupils. SN confirmed that a section would be added to the teaching and learning policy to cover this area. DR and HC had also attended the collective worship on Friday.

**Action: SN to ensure that provision for most able pupils is detailed in the Teaching and Learning Policy.**

KK, AD and HC had attended the year 2 partnership singing concert at Wood Green last week and were very impressed with the performance and confidence of the Ducklington pupils.

## **23/17 Date of the next FGB meeting**

22 May 2017 at 6.00pm.

Items for discussion at next meeting:  
SDP Focus (section to be confirmed)

*The meeting ended at 7.54pm*

*GP: 20 March 2017*