



OXFORDSHIRE COUNTY COUNCIL
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**Minutes of the Full Governing Body Meeting held on
22 May 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	Richard Border (RB) Co-opted
Angela Dowley (AD) Parent	Amanda Dickson (ASD) Parent
Sarah Varnom (SV) LA (Chair)	
Laura Edwards (LE) Foundation (Vice Chair)	
Nicci Boddam-Whetham (NBW) Foundation	

The Meeting was quorate

In Attendance: Sara Church (Associate) TA and Gemma Peace (GP) Clerk.

Apologies for Absence: Henry Cooke (HC) Foundation.

24/17 Welcome, introductions and apologies

SV opened the meeting with a moment's silence for contemplation and reflection. Apologies were received and accepted from Henry Cooke (HC) Foundation.

25/17 Update of Register and declarations of interest in agenda items

There were no declarations of interest in relation to agenda items. Governors present updated the website pecuniary interests document.

Action: GP to update website interests document and send to SN/Estelle.
Completed.

26/17 Minutes of the Full Governing Body Meeting held on 20 March 2017 for accuracy

SV thanked LE for chairing the last FGB meeting in her absence. There were no outstanding actions from that meeting.

Governors noted that the Easter Experience (discussed at the last meeting) was a very positive, creative event for the pupils. Governors thanked the Church on behalf of the school for organising the event.

Signed

Date

The minutes, and confidential minutes, of the meeting held on 20 March 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 March minutes to school office.
Completed.**

27/17 Matters Arising from the minutes, not covered elsewhere on the agenda

The Governors' photographs and resumes had not transferred to the new website.

Action: All Governors (who have not already done so) to send SN/Estelle a photograph of themselves and brief resume to add to the Governors' section of the website.

28/17 Headteacher's Report

The Report was available on GovernorHub before the meeting.

SN reported that the recent Sing-a-thon at the school had raised £1,500. A defibrillator has been purchased, staff have received training and it will be placed at the end of the driveway to the school.

The new staff members in years 1 and 5 have settled in well. SN thanked SC and Jane Coggins for ensuring consistency for the pupils involved. SN reminded Governors that Kirsty Jackson is retiring at the end of term. Helen Brownsword is also leaving. SN will offer exit interviews to both staff members. There will be a celebration to say farewell to them, which SN is organising. SN reported that there is now a shortlist of four candidates for the vacancies. There had been eight applications in total. Interviews will be held later in the week. SN reported that the shortlisted candidates had shown a genuine interest in working at the school, which was very encouraging.

LE had carried out a safeguarding visit, and had reported back at the recent Performance and Standards Committee meeting. At the Committee meeting, she had agreed to distribute her report to Governors (action contained in Committee minutes).

Attendance is currently over 96%. The figure for persistent absentees is lower than it has been in the past. However, SN reported that the majority of unauthorised absences are due to term time holidays. Governors considered how the school could demonstrate that it has strategies in place to address this issue, which could be shown to Ofsted if necessary. Governors also spoke about the impact that the press coverage of the recent legal case relating to term time holidays has had on attitudes towards unauthorised absence. Governors agreed that the school should continue to act in the manner that it has done in relation to unauthorised absence, and evidence should be collected to demonstrate how the school is dealing with this issue. Governors were assured that the leadership team are doing all that they can in relation to this matter.

Q. Governors asked whether the attendance and unauthorised absence figures are similar to those of other local schools.

A. SN confirmed that they are.

SN said that there would be a full intake of thirty pupils for Foundation stage in September. Thirty-one applicants had put the school as their first choice. There is also a long continued interest list.

There will be a Healthy Living Week after half term. Many activities have been arranged, including sports day on Friday 9 June. A reminder will be sent to parents about this. Governors were informed that they were welcome to visit the school that week to join in and observe the activities.

Q. Governors asked whether the Witney Partnership meetings still take place.

A. SN reported that, as more schools are joining academies, fewer schools attend Partnership meetings. This results in the meetings being a less useful forum than they used to be.

Governors discussed academisation. There has been some impact on pupils due to the school not joining an academy in that certain events, such as the Partnership Aspiration Day (which had been a great success last year), are not going ahead this year. Governors spoke about how the relationships with other local schools have been affected since more have joined academies and considered the experience of local schools that have joined academies led by secondary schools. Governors spoke about the potential academies that the school could join. Governors also agreed that, as circumstances have changed, the school should reconsider its approach to academisation. Governors requested that a document is drafted listing what the school is missing due to the demise of the local partnership and the benefits of joining or not joining an academy. This would be discussed at the next meeting.

Action: SN to compile the document and GP to add academy discussion to the next FGB agenda. Completed.

SN explained that 'Green Power' is an initiative that year 5 takes part in every year. It involves designing and building a Go Kart and racing against other schools. The school had done incredibly well this year. Ten pupils had taken part in the racing of the kart. There had been a girls' team and a boys' team. Governors congratulated the pupils and staff and extended particular thanks to Andy Kenyon who works voluntarily with the pupils on this task. Governors suggested that this is the type of achievement that could be reported in the media.

Staff CPD completed recently was detailed in the report, and the impact it has had at the school was measured. SN clarified that CPD is accessed via both internal and external means.

SN said that there had been Foundation stage interim moderation last week. The report states that assessments are thorough and accurate and SN will add it to GovernorHub. All of the judgments were confirmed. Governors thanked the Foundation staff for their hard work.

SN and SV met Damian Ettinger, Headteacher at Cokethorpe School (DE), recently. They discussed working in partnership and the bursary that he had spoken about with Governors last year. DE had reiterated that he was keen to work in partnership with the school and several suggestions were made as to how this could be done. The possibility of creating an academy with a private school was also considered, although this would need to be given a great deal more consideration before being viewed as a viable option. A prospectus regarding the bursary will be produced, which would be given to year 5 parents. It would explain the parameters of the offer of the bursary, for example, that it would be means tested and pupils would have to sit entrance exams. Governors expressed some apprehension about the means testing and the pressure that could be put on the school in preparing pupils to sit entrance exams.

The gains for Cokethorpe were also considered. SN and SV assured Governors that DE is very open about the bursary and would speak to Governors about it again. Governors noted that some pupils have transitioned very well from the school to Cokethorpe, so there is no reason why this should not happen in the future. Governors agreed that DE should be invited to attend a meeting to discuss this with Governors, and that information should be made available for Governors to view before that meeting. Governors commented that the school should continue to advertise any open days at Wood Green and Henry Box.

Action: SV to contact DE to invite him to attend the Governors' September meeting (completed), and provide information for Governors in advance of that meeting.

29/17 Budget

See minute 33/17 below, Resources Committee meeting.

30/17 SDP/SEF

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

The documents are up to date. Teaching, learning and assessment had been discussed at the recent Performance and Standards Committee meeting (see minute 33/17 below).

31/17 SEN Update

This will be discussed at the next meeting.

Action: NB to contact Verity Banbury about this in order to report back to Governors. GP to add this to the next agenda. Completed.

32/17 Preschool Update

SV confirmed that she had signed the funding agreement last week. Work will start tomorrow morning and will be finished by 20 October. There is a penalty for the contractors if the work is not finished on time.

A leaflet had been distributed throughout the village about the preschool relocation. The preschool has a wish list on Amazon, detailing the equipment that they would like to purchase, and people can set up a direct debit, make a one off payment or donate to the Amazon wish list. SV suggested that the Governors could donate to the preschool.

Q. Governors asked if the village charity had been approached to donate funds.

A. SN confirmed that it has, along with other local charities and organisations, some of which have donated funds to the preschool.

33/17 Committee Reports

Performance and Standards Committee – The Committee had met on 15 May 2017. The minutes were available of GovernorHub. AD reported that the Committee had discussed:

- The SDP/SEF sections relating to Teaching, Learning and Assessment, which are graded as ‘good’. The new monitoring approach in year 6 was discussed in this context, which assists staff to track progress and familiarises pupils with SATs papers.
- The overall monitoring programme at the school was reviewed.
- LE’s recent safeguarding visit was discussed in detail.
- A gap under part of the school fence, which appears in warm weather, and is a health and safety and safeguarding issue, was discussed. The contractors that are working on the preschool are going to examine this and make suggestions as to how to address it.
- Case Studies and Pupil Progress Reports were explained and discussed. These will also be considered at the next meeting, with a particular focus on Case Studies where interventions have not had the intended effect and have subsequently been altered.

Resources Committee – The Committee had met on 28 April 2017.

SN reported that the Committee had discussed:

- The budget. It is healthy at present and had been agreed by Governors. SV confirmed that she has signed the budget and it has been submitted to County, and approved.

34/17 Governor Healthcheck

This is a self-evaluation tool on GovernorHub. Governors agreed to consider the Healthcheck at the next FGB meeting.

**Action: GP to add the Healthcheck to the agenda for the next meeting.
Completed.**

35/17 Review of Policies

None to review.

36/17 Governor Vacancies / Terms of office ending

There are currently no vacancies on the governing body. LE’s term of office ends in September 2017. She informed Governors that she would be pleased to stand again as Foundation Governor and has discussed this with the rector.

37/17 Governor Training, Training Record and Visits

Training – RB and NBW had attended safeguarding training with SN before the meeting.

SV emphasised that all Governors need to complete Prevent training and submit their certificate to Estelle and SN as a matter of urgency.

Action: All Governors to complete Prevent training, if they have not already done so, and ensure that the school office is given a copy of the certificate.

SV and Vicki Stephens are going to attend training at Cokethorpe in July.

SV reported that the school has bought into a slightly reduced package from OCC this year, especially in relation to governor training. This is because training offered by OCC was often cancelled and communication was very poor. Therefore, future OCC training would need to be approved by the Resources Committee.

SV said that she has sourced training on 'Safer Recruitment' for the Governors. This will be held on 4 July.

SV reminded Governors that the Diocesan website details a very full training programme. The Diocesan and Governor Services training can be accessed via the following links-
<https://www.oxfordshireschoolscpd.org.uk/courses/bookings/default.asp?ccid=5&ds=1>

<https://www.oxford.anglican.org/organiser/schools-training-2/>

Visits – RB and SV visited the school to observe and judge the impact of teaching and learning, and to verify the external evaluation that had been submitted by the School Improvement Leader. They were reassured that what was reported is happening in practice. It was a productive and positive day.

KK carried out a follow up computing visit to year 3 in April. She said that it was a fantastic afternoon during which the pupils showed other year groups their work. The interaction between year groups was impressive and year 3 pupils were using excellent computing language to explain their work to younger pupils.

LE had carried out a safeguarding visit (see minute 28/17 above).

38/17 Date of the next FGB meeting/AOB

Date of next meeting - 17 July 2017 at 6.00pm.

Items for discussion at next meeting:

- SEND Update
- Governor Healthcheck
- Appointment of Chair/Vice Chair

AOB – A parent had contacted the Governors with various queries relating to communication to and from Governors, along with comments relating to the content of the Governors' pages on the website. Governors were grateful for the feedback provided, and agreed that valid points were made in that certain parts of the Governors' information had been lost during the transfer of information from the old to the new website.

SV confirmed that, in light of the change to the website, she is going to add an introduction to the Governors' section. Governors agreed that a link to the list of acronyms used in minutes should be available on the website. Governors also agreed that there should be an email address that Governors and the Chair could be contacted on. NBW agreed to meet the school council on Friday for an interview that would be added to Friday's newsletter.

SV told Governors that the Church is working hard to develop better relationships with the local community, including the school. SV asked whether the Foundation Governors (NBW, HC and LE) could discuss this with SN, or another representative of the school. SN agreed to this. GP said that other voluntary controlled schools have a Foundation Governors' update as a standing item on their meeting agendas. SN agreed to ask the Diocesan Link Office about the role of Foundation Governors. NBW to arrange a meeting for the Foundation Governors, with SN to attend if possible. AD also expressed an interest in attending.

Action: SN to contact Diocesan Link Officer and NBW to arrange a meeting for the Foundation Governors.

The meeting ended at 8.05pm

GP: 22 May 2017