



OXFORDSHIRE COUNTY COUNCIL

**SARAH NISBETT, HEADTEACHER**

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### **Minutes of the Full Governing Body Meeting held on 7 November 2016 at 6.00pm at the School**

Present: Sarah Nisbett (SN) Headteacher \*                      Helen King (HK) Staff  
Kathryn Keeping (KK) Parent                                      Sarah Varnom (SV) LA (Chair)  
Henry Cooke (HC) Foundation                                      Richard Border (RB) Co-opted  
Nicci Boddam-Whetham (NBW) Foundation

#### *The Meeting was quorate*

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

Apologies for Absence: Vicki Stephens (VS) (Associate) Deputy Headteacher, Neil Brading (NB) Co-opted, Laura Edwards (LE) Foundation (Vice Chair), Amanda Dickson (ASD) Parent and Angela Dowley (AD) Parent.

#### **55/16 Welcome, introductions and apologies**

SV opened the meeting with a moment's silence for contemplation and reflection. Apologies had been received from NB, ASD, LE and AD.

#### **56/16 Update of Register and declarations of interest in agenda items**

Governors updated the website register of governor interests. Governors who did not attend the meeting had also updated the document. GP explained that a document setting out governor terms of office and attendance at 2015-16 meetings must be published on the school website. GP is waiting for a copy of the November 2015 Resources Committee minutes to calculate attendance.

**Action: HC** to send copies of 2015-16 Resources Committee minutes to GP.  
**GP** to send pdf versions of the documents to the school office to add to the website.

#### **57/16 Minutes of the Full Governing Body Meeting held on 12 September 2016 for accuracy**

The minutes of the meeting held on 12 September 2016 were agreed as a true and accurate record of that meeting. The Chair signed the minutes and handed them to SN to file.

Signed .....

Date .....

**Action: GP** to send pdf version of minutes to office to add to website.  
**Completed.**

### **58/16 Matters Arising from the minutes, not covered elsewhere on the agenda**

SN passed on the school's thanks to the Parish Council in relation to the spaces that had been painted in the new car park.

SN informed Governors that the school would find out about preschool funding at the start of December (this had been discussed at the last FGB meeting).

### **59/16 Approval of Committee terms of reference**

The terms of reference had been considered by the Committees and added to GovernorHub, and were **approved** at the meeting.

### **60/16 Headteacher's Report**

The Headteacher's Report had been placed into the relevant folder on GovernorHub before the meeting, along with the School Improvement Plan (SIP).

SV had also posted an article about Ofsted section 8 short inspections on GovernorHub. These inspections will take place at schools that were judged to be 'Good' at their last inspection. SV said that, should there be a short inspection at the school, Inspectors would wish to consider whether the Governors, as well as the staff leadership team, have a solid knowledge about progress and attainment at the school and a working knowledge of recent data.

SN had prepared an Attainment Report for Governors based on RAISEonline and Inspection Dashboard data. Governors considered the updated layout of the Dashboard and noted that the data is currently unvalidated. It now lists the school's strengths and weaknesses based on the data. The Attainment Report and Inspection Dashboard had been added to GovernorHub and were available to view at the meeting. SN and SV led the Governors through the report and data. SN reminded Governors that it is historic data from last year's cohorts, and emphasised that some of the data percentages are based on a very small number of pupils. However, all current year groups feature (other than years 4 and 5), so this is very helpful information for Governors to assess current provision and progress. Progress is the key measure that inspectors will consider, but an understanding of attainment is also very important.

*Phonics* - SN pointed out that phonics is now in line with national average, and has shown a notable improvement over the previous three years, following the school's focus on this area. Disadvantaged pupils perform well in phonics, attaining above national average.

*KS1* - SN explained that the majority of pupils were in line with national average in the Year 2 summer test papers. As a large percentage of pupils enter the school below national average in EYFS, this demonstrates that pupils make good progress to reach the required level by the

end of Year 2. SN confirmed that attainment in this cohort was in line with national and local average. Governors discussed the relevance of comparisons with other schools in light of the new curriculum and Ofsted regime.

SEND progress is below national and local average at year 2. SN assured Governors that the pupils in question are being assessed using a case study method, which would identify the most appropriate way to ensure that these pupils make accelerated progress moving forward.

**Q.** Governors queried whether the data, which appears to be quite diverse, could support the school's contention that it is good, with a view to becoming outstanding? They also asked how they could become familiar with the case studies for individual pupils?

**A.** SN said that the trends over time at the school are good and show improvements in many areas. The school must now address the remaining areas for improvement. NBW offered to assist SN with the formulation of the SEN case studies, as she has a great deal of experience in this area. NBW could then feed back to the governing body about this and anonymised versions of the case studies would be shown to Governors.

**Action: GP** to add consideration of individual, anonymised pupil reports to the next Performance and Standards committee agenda.

**Action: NBW** to speak to SN about preparation of case studies and prepare feedback for a FGB meeting.

KS2 - Last summer's year 6 data was also considered. It was noted that the school was below national average for reading attainment. SN pointed out that, despite being below national average in this area, the school is still above the floor standard for reading. This cohort's data was also very low at year 2. Governors commented that disadvantaged and SEN pupils made above national averages at KS2.

The progress for high attainers in reading is significantly below national average (this relates to seven pupils).

**Q.** Governors asked why those pupils did not make good progress and how this is being addressed in this year's year 6 cohort?

**A.** SN said that the lower marks in the reading paper appeared to be due to pupils' inference, deduction and identification of evidence in the text. The papers will be analysed and the school will work with parents of pupils in the current cohort to address any such issues.

HK explained the strategies that are in place to assist with reading and comprehension. RB commented that he had seen year 6 pupils working on inference in texts when he visited the school recently, and was impressed with the content and pace of the lesson. Governors commented that it would be useful for parents to have access to key questions to ask their children when they are listening to them read, which could help children's understanding and analysis of texts. NBW also said that she would email SN about Elklan Training, which can be used to aid speech and language learning.

The Inspection Dashboard shows that high attainers achieved very good results in maths. SN stressed that this demonstrates that the focus on maths at the school over recent years has had a very positive effect.

The data relating to the English, grammar, punctuation and spelling test was also considered. HK commented that the papers (once returned) should be closely scrutinised and teaching and progress should be closely monitored going forward.

**Q.** Governors asked what would be done to improve outcomes in this area?

**A.** HK said that is now greater opportunity for pupils to undertake longer pieces of writing. Proof reading of work is also encouraged. Pupils study elements of SPaG every day, where possible. Book scrutinies are regularly carried out across the school to monitor progress.

SN explained that she had considered how some schools had achieved higher attainment levels. The targeting of pupil premium funds on one to one or small group work with good teachers had a very positive impact at those schools. However, there is less pupil premium funding available at the school, compared with many, due to the relatively low number of pupil premium pupils. Governors commented that the Resources Committee should consider funding that is available for such one to one or small group sessions for pupils. RB commented that it was evident that there had been an analysis of strengths and weaknesses at the school, which influenced action plans, when he had visited recently in relation to maths and English.

**Action: GP** to send out Data Dashboard (under SEF/data 2015-16 tab in Governor Hub) to Governors and **all Governors** to examine this and prepare a question to be considered at the next FGB meeting. **Completed.**

**All Governors** should also list what they believe the school's strengths and weaknesses are. **GP** to add this to the next FGB agenda. **See note at end of minutes regarding additional meeting.**

There were no bullying or safeguarding issues to report. LE has completed the safeguarding action plan and SN will send that to all Governors.

**Action: SN** to send safeguarding report to Governors.

The OCC Health and Safety audit will be carried out on Friday.

SN relayed her concerns about attendance to Governors. She had analysed the figures and 40% of absences were due to term time holidays. The overall attendance figures are 2% lower than this time last year. Governors discussed how the school could address this issue in the future, especially in relation to communication with parents.

**Q.** Governors queried what else could be done to address this issue?

**A.** SN said that she currently requests to meet with parents who wish to take their children on holiday during term time, although parents do not always attend. She also said that the attendance level at which parents could be reported is actually very low, despite the fact that a relatively short period of absence can result in a pupil underachieving.

## **61/16 Committee Reports**

There has not been a Performance and Standards Committee meeting since the last FGB meeting.

Resources Committee – The Committee had met on 14 October and the minutes posted on GovernorHub. HC reported that the Committee had discussed:

- Spending on lighting for the school, as existing light bulbs can no longer be replaced. There are grants available, although there are repayment costs relating to those grants. The Committee had considered replacing the lighting in a piecemeal fashion to spread the costs.

**Q.** Governors queried whether the lighting was affecting the quality of teaching and learning?

**A.** SC said that the lighting was very unnatural, which is not conducive to a good working environment. Some learning areas have been moved to address this problem. SN said that there has not been a detrimental impact on teaching and learning to date, but that might happen in the future, so action must be taken before this becomes a problem.

**Q.** Governors queried what funds the Committee had allocated for the lighting budget?

**A.** £15,000 was required. Salix funding could cover those costs. Dark & Taylor (a local company) carry out the school’s electrical works and would assist with the application form for the school, as they have done for other schools. SN has emailed Dark & Taylor recently to ask about this and is awaiting a response.

**Action: SN** to chase Dark & Taylor about this.

- HC confirmed that the budget is healthy. SV will approve the budget shortly.

## **62/16 Review of policies**

The policies (all OCC model) had been posted on GovernorHub before the meeting.

Pay Policy – Governors **approved** the policy.

Schools Emergency Special Leave Scheme – Governors **approved** the policy.

Appraisal Policy for Teachers - Governors **approved** the policy.

Capability Procedure - Governors **approved** the policy.

SV signed the policies at the meeting.

## **63/16 Standing Orders**

GP explained that the Standing Orders that she had sent to Governors before the meeting were based on a template from Governor Services. She explained that their use is not compulsory, but is viewed as best practice in relation to administrative and procedural workings of the governing body.

**Action: GP** to add to the next FGB agenda.

## 64/16 Governor Vacancies / Terms of office ending

There is a Co-opted Governor vacancy. SV has received two responses to an advertisement. Both people who responded have relevant skills required on the governing body. SV will ask for resumés from the candidates and send those to Governors, should they wish to be appointed as governors.

**Action: SV** to contact candidates and send resumés to Governors in due course.

**GP** to look at regulations to confirm process for appointment of co-opted governors in maintained schools. **Completed.**

## 65/16 GovernorHub

GP had added all Governors to GovernorHub, which is now being used to store governing body documents and Governor details. It will continue to be used, and all documents should be posted on there in the relevant folder(s). It can also be used a forum for discussion outside formal meetings.

## 66/16 Governor Training, Training Record and Visits

### Training -

- NBW confirmed that she has current safer recruitment training and would contact heer previous setting to obtain evidence of this.
- NBW had completed governor induction training.
- HK had also completed induction training.

Governors should add any training that they have completed to GovernorHub, as it would serve as the governing body's training record and evidence of training completed.

GP had contacted Governor Services and the office of the Local Authority Safeguarding Officer about safer recruitment training. She had been told that Governor Services did not offer the training, but then informed that some Governors have been trained to provide the training for other Governors.

**Action: SV** to contact Governor Services about safer recruitment training.

### Visits –

- RB reported that he had met with VS and HK to discuss English and mathematics at the school. He joined VS and HK on a learning walk to look at writing. He was impressed with their detailed knowledge of what was happening in school in relation to the curriculum and progression. He had also visited during the reading focus week. He had noted that the focus of even very young pupils was very good and they cooperated well with one another. RB had also attended the sharing assembly last Friday.

**Action: RB** to complete a Governor Visit form and add this to GovernorHub.

- KK had visited the School Council today and said she was very impressed with how articulate and polite the pupils were. She had also completed her link governor visit with VS about computing on 3 November and her report had been posted on GovernorHub. KK explained that the scheme of work that is being trialled looks very user friendly. The action plan is underway. A lot is being done to promote e-safety around the school. Staff training had been planned and the possibility of working with partnership schools discussed. There are issues with the wifi at the school due to the new server, which makes delivery of lessons more difficult. This might be something for the Resources Committee to consider. VS and HK are putting a monitoring programme together and KK will meet them again after Christmas to discuss monitoring and assessment. Governors thanked KK for her work in relation to this.

SN said that she feels that there is a real Governor presence in school which the staff appreciate and thanked the Governors for their time and effort in this regard.

**Action: SN** to circulate quotes for the wifi provision before the next Resources Committee meeting.

*\*SN left the meeting at 7.45pm. The meeting remained quorate.*

- NBW had attended the school harvest festival recently. She said that there had been issues around the PA system at the church, which had meant that it was difficult to hear some pupils speak. HK said that the school does have a microphone that the pupils can use when they are at the church. NBW also queried whether the songs sung in the harvest festival should all be religious or not? Governors discussed this briefly at the meeting, but agreed this was something that should be considered in more depth in the future.

**Action: NBW** to talk to **SV** and **SN** about this and report back to a future FGB meeting.

- NBW had also been to school to lead collective worship and had visited the school to speak to SN about SMSC.

Governors asked that staff also let them know when there are opportunities for them to come into the school to carry out a monitoring visit.

### **67/16 Date of the next FGB meeting**

30 January 2017 at 6.00pm.

Items for discussion at next meeting:

Academy conversion  
Standing Orders

***There will be an extra governing body meeting regarding understanding and interpretation of data on Wednesday 11 January from 6.00-7.30 pm at the school.***

*The meeting ended at 8.00pm*

*GP: 7 November 2016*