



OXFORDSHIRE COUNTY COUNCIL

SARAH NISBETT, HEADTEACHER

DUCKLINGTON CE PRIMARY SCHOOL, ASTON ROAD, DUCKLINGTON, WITNEY, OXON. OX29 7US

Telephone: 01993 703651

Facsimile: 01993 709212

E-mail: office.3122@ducklington.oxon.sch.uk

**Minutes of the Full Governing Body Meeting held on
12 September 2016 at 6.00pm at the School**

Present:

Sarah Nisbett (SN) Headteacher

Angela Dowley (AD) Parent

Kathryn Keeping (KK) Parent

Neil Brading (NB) Co-opted

Nicci Boddam-Whetham (NBW) Foundation

Laura Edwards (LE) Foundation (Vice Chair)

Helen King (HK) Staff

Amanda Dickson (ASD) Parent

Sarah Varnom (SV) LA (Chair)

Richard Border (RB) Co-opted

The Meeting was quorate

In Attendance: Vicki Stephens (VS) (Associate) Deputy Headteacher, Sara Church (Associate) TA and Gemma Peace (GP) Clerk.

Apologies for Absence: Henry Cooke (HC) Foundation.

39/16 Welcome and introductions

SV welcomed Governors to the first meeting of the new school year. Governors welcomed HK and NBW to the governing body.

Action: GP to send governor details form and induction information to HK (**completed**) and **NBW** to complete governor details form and return to GP (**completed**).

40/16 Update of Register and declarations of interest in agenda items

GP had sent pecuniary interest forms to the Governors with the agenda. Governors handed the forms to GP, to file at the school.

Action: GP to send website interests document to NBW and HK to complete. Governors who have not completed the interests form (**NB, LE, AD and HC**) to complete before the next meeting and return to the school office and/or GP.

Signed

Date

41/16 Minutes of the Full Governing Body Meeting held on 12 July 2016 for accuracy

The minutes, and confidential minutes, of the meeting held on 12 July 2016 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 minutes to office to add to website.

Governors also discussed the school car park, which the Parish Council had paid to improve over the summer. SN commented that there have been some teething problems with the new layout. One issue is that the entrance/exit is not quite wide enough for two cars. There had been an accident there on the first day of term. There is often double parking, especially in the middle area, and issues when trying to leave. SN has fielded a number of complaints from parents so far. Pupils are also walking outside the bollards, which is dangerous. However, it was agreed that the entrance to school is much safer and clearer and the drop-off zone in the car park has worked well. SN confirmed that she had sent out instructions as to how to use the new car park before the start of term to parents, detailing the one-way system and the drop-off zone.

Action: SN agreed to forward any emails she received about the car park to the clerk of the parish council, and copy in RB.

SN said that she has also received emails from a local resident complaining about parents and staff parking on nearby roads, although she assured Governors that driveways are not blocked. One of the staff also had a note left on their car. SN had responded stating that she reminds people through the newsletter about this matter but confirmed that, to her knowledge, parents and staff do not block access or driveways to properties.

42/16 Matters Arising from the minutes, not covered elsewhere on the agenda

SV informed Governors that Ofsted is now focussing on the progress that pupils make and specifically the progress of disadvantaged pupils, including Ever 6, Looked After Children, Pupil Premium and adopted/fostered pupils. There are not a high number of those pupils at the school – twenty three Pupil Premium/Ever 6 and two adopted/fostered. Schools should be ‘diminishing the difference’ between outcomes of disadvantaged pupils and all other pupils nationally, taking into account their starting points. Most able pupils should also be making better than expected progress and, in particular, the most able disadvantaged pupils.

SV also stated that there is a greater emphasis on science, computing and modern foreign languages, along with delivering a broad and balanced curriculum.

Q. HK asked about modern foreign languages in KS1 and Ofsted’s view on that?

A. SV said that Ofsted would not expect that to be a significant part of the curriculum in KS1 although, if it is part of the curriculum and is working well, that would be a positive point.

43/16 Committee Membership, Review of Delegation and Governor Responsibilities

Committee Membership – GP had distributed a document listing Committee members before the meeting.

SV asked whether Governors would like to swap Committees and which Committee the new Governors would like to join.

- KK joined the Performance and Standards Committee.
- RB stood down as Chair of the Performance and Standards Committee, and Governors thanked him for his work as Chair. AD agreed to be the new Chair of that Committee.
- ASD moved to the Performance and Standards Committee.
- HK also joined the Performance and Standards Committee.

- NBW joined the Resources Committee.
- SV moved to the Resources Committee
- HC had agreed to continue as Chair of the Resources Committee.

Action: GP to update Committee membership document and re-distribute (**completed**).

GP to determine subsidiary committee members, then send her suggestions to all Governors as soon as possible (**completed**).

Delegation – Delegation documents detailing full governing body responsibilities and Committee delegation and responsibilities had been sent to Governors before the meeting. The delegation and terms documentation were **approved** at the meeting.

Governor Responsibilities – GP had distributed a document detailing governor responsibilities with the meeting agenda.

Governor responsibilities were confirmed as:

| | |
|-----------------------------------|--|
| Health and Safety: | Amanda Dickson |
| Safeguarding/Whistleblowing: | Laura Edwards |
| Maths: | Richard Border |
| Inclusion/Pupil Premium: | Angela Dowley |
| RE/SMSC: | Nicci Boddam-Whetham (subject to discussing the areas with SN) |
| Phonics, Reading and GPS/Writing: | Angela Dowley |
| NQTs: | Neil Brading |
| Computing: | Kathryn Keeping |
| Science: | Amanda Dickson |

SV emphasised that the link Governors primarily have a monitoring role, so that Governors can ensure that the school is doing what it should be in relation to certain areas, and is striving to improve standards. Link Governors should meet with the relevant staff lead and focus on their link area, and report back to the governing body.

SN suggested that English should still be a whole school focus area, as should maths. Reasoning in maths and spelling in English had affected SATs results in the summer. SN said that, although those matters just discussed affected the attainment data at the end of last year for year 6, the progress made by that cohort was very good. Governors said that last year's year 6 and the current year 6 had not done the phonics test, so there should be monitoring of the impact of the phonics policy for year 5 and subsequent years. SC confirmed that she could already see the positive impact of phonics on reading in the current year 5 cohort.

Action: RB, HL and VS to meet to discuss maths, before 29 September.
AD and HL to arrange a meeting to discuss phonics, as soon as possible.

Governors also confirmed that there are whistleblowing procedures in place at the school, and this is detailed in the staff handbook.

44/16 Dates of 2016-17 meetings

Full Governing Body – Meetings are held on Mondays at 6pm. Meeting dates were agreed as:

7 November
30 January
20 March
22 May
17 July

Performance and Standards Committee – Meetings are held on Mondays at 5.30pm. Meeting dates were agreed as:

26 September
9 January
20 February
15 May
17 July (5pm)

Resources Committee – Meetings are held on Friday mornings at 8am. Meeting dates were agreed as:

14 October
20 January
10 March
28 April (budget)
16 June

45/16 Governor Skills Matrix

The skills matrix document had been sent to all Governors before the meeting. SV thanked Governors for returning the matrices to her and GP before the meeting.

Also see discussion at minute 51/16.

46/16 Safeguarding Action Plan

LE had drafted the document, following the governing body's consideration of the Annual Safeguarding Report at the July meeting. She confirmed that she had sent the document to Governors shortly before the meeting.

LE explained the main points of her plan to Governors at the meeting, and SN confirmed that all of the points had been, or are being, addressed. Safer recruitment was also discussed, as training needs to be carried out – SN confirmed that she is safer recruitment trained, as well as Estelle and VS. Governors confirmed that there must be one Governor who has attended recent training (within the last five years).

Action: SN to check the 5 year time limit for Governor training for Governors (**completed** – the time limit is 5 years) and **NBW** to confirm that her training is up to date.

GP to contact Governor Services regarding safer recruitment training provision for Governors (**completed**).

SN confirmed that all staff had seen the new Keeping Children Safe in Education document on the recent Inset days. All staff must read and understand section 1. Governors also agreed that SN could offer to provide training for staff (such as kitchen staff) that are employed by contractors, rather than the school.

Action: LE to update safeguarding action plan and send to **GP** to distribute.

Requirements regarding the Safeguarding Report to Governors and monitoring were also discussed. The report for the last school year had been considered and approved at the July FGB meeting.

47/16 Mission Action Plan (MAP)

SV explained that the MAP is a way in which the Diocese wishes to engage the community in the life of the church, and discover what people feel the church does and does not do well for the community. There is a group at the church who are concentrating on this and a questionnaire style document has been distributed throughout the community, including to parents at the school. The responses from across the community would be collected towards the end of September and reviewed and SV said that Governors are welcome to complete a response should they wish to.

Action: SN to send the questionnaire to all Governors (**completed**).

48/16 Review of policies

The policies had been distributed to Governors before the meeting.

Staff Handbook – SN said this is given to all current and new staff. Governors **approved** the policy.

Disciplinary Procedure – This is an Oxfordshire Policy. Governors **approved** the policy.

SEND Policy – Governors discussed the reporting requirements for the SENDCO to report to Governors. Governors discussed the ‘Every Child Matters’ initiative, and whether that was still relevant. NBW said that it is still referred to at tribunals, so Governors agreed that the reference should be left in the policy, especially as there is no national document that supersedes it. Governors **approved** the policy, subject to SN changing ‘Senco’ to ‘Sendco’ (**completed**).

Q. NBW asked whether it is the school’s policy to give specific qualifications of the SENDCO in the policy?

A. SV and SN said that this is not detailed in the policy, but the school ensures that the SENDCO has the appropriate mandatory qualifications.

49/16 Governor Vacancies / Terms of office ending

There is a Co-opted Governor vacancy, following David Godwin’s resignation.

SV said that she has tried, unsuccessfully, through the church to find someone to fill this vacancy. Following her consideration of the skills matrix results, SV informed Governors that computing and financial skills are areas where current Governors feel their skills are weaker than in other areas. Governors agreed that there are a lot of people with an education based background on the governing body, and it would be beneficial if someone were to be appointed who can provide more of an ‘external’ viewpoint.

Action: SV to put an advertisement for the Governor vacancy in the Ducklington Newsletter.

SV agreed to ask about the vacancy at the Church.

50/16 GovernorHub

SV, SN and GP had discussed the use of Governor Hub and decided that it would be a useful tool to use to store governing body documents, governor details and send messages.

SV detailed her experience of it and how it works in practice. GP confirmed that she had used it with another governing body and it is a useful tool to assist with governing body business. Going forward, GP would send an agenda out via email, then put all other documents on GovernorHub.

GP said that, if Governors had not already signed up to it, she would send them an email to sign up. GP will also add relevant information to the site.

Action: GP to add all Governors who are not already members to the website and update the information on the website (**completed**). **All Governors** to join GovernorHub.

51/16 Governor Training, Training Record and Visits

SV said that the matrices should be considered when Governors think about their individual training needs, along with the new Ofsted guidance, which SV detailed to Governors.

Governors agreed that they would add any training they do to GovernorHub.

- SV and LE are booked onto a Taking the Chair training.
- NBW is booked onto Induction Training, and HK will also book onto that course.
- KK has booked onto a Using School Performance Data course in November.

Action: GP to send link to Governor Services governor training website to all Governors (**completed**).

SN to distribute governor visit form (**completed**).

52/16 Preschool Update

SN explained that the school has been attempting to move the preschool on site for some time. It has been very difficult to raise sufficient funds to do this. DfE released funding for this late last term. Oxfordshire chose six schools to go forward for consideration to the DfE, one of which is Ducklington. SN confirmed that the full amount of money required would be available. Planning permission is still current and the architect and building company were incredibly helpful with the pitch. Governors thanked SN for her work on this matter. SN explained that the school would expand to provide nursery provision, and how this would work in the context of the current school layout. The preschool staff would be TUPE'd to the school. SN said that she would like to thank Jo George for her hard work in relation to this project.

Q. Governors asked if they would be the governing body for the nursery class?

A. SN confirmed that the governing body would also be the governing body for the preschool, and Governors agreed that a member of the current preschool committee should be added as an Associate to the governing body.

Governors discussed the possibility of a new housing development near Ducklington and proposals relating to how funds for that might be used, which involves other Witney area primary schools, rather than Ducklington. Governors spoke about how this can be taken forward, so that Ducklington's best interests can be considered.

53/16 Meet Your Governors – Item for Newsletter

The newsletter goes out every two weeks on a Friday. There would be a focus on one Governor per newsletter, who would have their picture in the newsletter and a paragraph

about them would also be included. Governors agreed that the school council would interview them and then write about them for the newsletter.

AD agreed to do this for the newsletter on 23 September. Governors will appear in the newsletter on the following dates:

- LE – 6 October
- ASD – 21 October
- KK – 4 November
- NB – 18 November
- SV – 2 December
- RB – 13 January
- NBW – 27 January
- SC – 10 February
- HL – 24 February
- VS – 10 March
- HC – 24 March

The School Council would contact each Governor inviting them to their meetings.

54/16 Date of the next FGB meeting

7 November 2016 at 6pm

Items for discussion at next meeting:

SDP/SEF

Report from Performance and Standards relating to outcomes from 2015/16

Standing Orders

Update of website pecuniary interests form

Action: GP to add academy conversion to the agenda for the January meeting.

The meeting ended at 7.50pm

GP: 12 September 2016