



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](mailto:office.3122@ducklington.oxon.sch.uk)

**Minutes of the Full Governing Body Meeting held on  
21 May 2018 at 6.00pm at the School**

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

*The Meeting was quorate*

In Attendance: Gemma Peace (GP) Clerk.

Apologies for Absence: Apologies were received and accepted from Richard Border (RB) Co-opted.

The meeting commenced at 6.10pm.

**31/18 Welcome, introductions and apologies**

The Chair welcomed all to the meeting.

**32/18 Update of Register and declarations of interest in agenda items**

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

**33/18 Minutes of the Full Governing Body Meeting held on 12 March 2018 for accuracy**

The Vice Chair (who had chaired the previous meeting in the Chair's absence) took the Governors through the minutes from the last FGB meeting, and the actions detailed in the minutes were considered.

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

Signed .....

Date .....

SN had raised the matter of safeguarding concerns at swimming lessons at a recent Witney partnership meeting. The partnership agreed to send a letter to the leisure centre about this matter, as most of the local schools have experienced similar issues.

Governors spoke briefly about data protection. SN confirmed that she had approached Cokethorpe, but they could not provide a Data Protection Officer. The school is going to buy into a service from Turn It On for the coming year, and a compliance check would take place as part of that package. SN said that the school has created encrypted email addresses for all Governors. Governors agreed that the Resources Committee should evaluate the impact of the Turn It On package at a later date.

SN had obtained HR advice and assistance to deal with a member of staff's sabbatical, which will go ahead as planned. The school has appointed a teacher on a temporary 0.6 contract to job share with Vicki Stephens in Year 3 next year, in order to cover the sabbatical period.

Governors noted that it was very helpful to have a Governor (DR) at parents evening. Parents had noted that it was very nice to see a Governor there.

**Action: DR and RB** to produce visit reports (see action from last meeting) and post on GovernorHub. **ASD** also to produce a report following her sports day visit.

The minutes of the meeting held on 12 March 2018 were **agreed** as a true and accurate record of that meeting. The Vice Chair signed the minutes and handed them to SN to file.

### **34/18 Matters Arising from the minutes, not covered elsewhere on the agenda**

Nothing to report.

### **35/18 Headteacher's Report**

The report was available on GovernorHub before the meeting.

SN reported that the TA mid year reviews had been very positive.

Two lunchtime supervisors have resigned and the school has already received applications for the positions. This would provide an opportunity to remodel the lunchtime structure.

**Q.** Governors asked whether there should be exit interviews for the lunchtime supervisors.

**A.** SN confirmed that it would be useful. Estelle could try to arrange this by sending an invitation to attend an exit interview, should the supervisors wish to.

SN spoke about the fact that the school has to devote a significant amount of time to leading meetings relating to vulnerable pupils. SN confirmed that three pupils are on reduced timetables. There are applications for two more EHCPs. As a consequence of the aforementioned matters, there is a reasonably high level of need at the school, which inevitably impacts on the time and availability of the school leadership team.

SN moved on to speak about attendance issues. Attendance is still good, and is fairly consistent year on year. The effect of pupils with part time attendance was discussed. Governors also discussed how the school monitors pupils with very poor attendance, and communicates with the families involved. Governors considered how the school has dealt with a particular attendance related issue and how this could be addressed for the remainder of the term. Governors indicated concerns about the higher level of absence from pupils in receipt of PPG. SN agreed to keep Governors informed about that matter. Governors also discussed the role of the Local Authority (LA) in such circumstances. SN stated that social services are not involved and the Multi Agency Safeguarding Hub has confirmed that they are not able to assist. Governors agreed that they would like something in writing from the LA setting out what their responsibility is in such circumstances, primarily from a safeguarding perspective.

**Action: SN** to contact the LA about this matter and keep Governors informed of any communication received.

It was noted that the school is taking part in the Witney town council project and the year 2 and year 5 music festivals at Wood Green were a success. SN said that the Easter Experience was also a success, despite the fact that it had to be held indoors due to the weather. The Willow Reading Den is now on site, and Governors agreed that it is a great addition to the school.

Governors went on to discuss FODS, which has been struggling to recruit new members for a few years, especially parents of pupils in KS1. The Chair has resigned recently. SN said that it is not a massive commitment for parents, but many parents do not realise that. ASD agreed with that statement, but added that you need to be quite resilient to perform the role.

SEF/SIP update: The Performance and Standards Committee had discussed Personal Development, Behaviour and Welfare in the meeting held at 5.00pm.

The staff are concentrating on greater depth/mastery level, and have worked with other schools in relation to this. Some work has been done on the outdoor learning environment. The Fresh Start initiative has been used successfully for year 5 and 6 pupils.

SV explained the purpose and aims of the Ducklington Education Charity (SN and SV are two of the trustees of the charity). The trust has agreed to gift £10,000 be gifted to the school to enable the development of resources for the pre-school and Foundation stage class.

Incidents of racial harassment/bullying: nothing to report.

Health and Safety/safeguarding: nothing to report.

### **36/18 Data Protection update**

SN had spoken about data protection earlier in the meeting (see minute 33/18). She would decide on a suitable time to put this on another FGB agenda (possibly September). She assured Governors that the school has taken many measures to become compliant in

anticipation of the regulations coming into force. It was confirmed that systems such as GovernorHub are compliant. Estelle would send out the new school email addresses to Governors and the Clerk shortly.

**Action: Estelle** to send Governors details of their new email addresses. **Completed.**

SN confirmed that the Turn It On data protection health check is underway. The impact of the regulations on the preschool was also discussed. SN said that the school is going to make its own policies and procedures in this respect and tell the preschool that it must comply with the school's policies. SN explained that it is acceptable to be working towards compliance at present. Governors acknowledged that it is an onerous matter for schools, and has required a great deal of time and resources to be devoted to it.

### **37/18 Committee Reports**

Performance and Standards Committee – The Committee had met earlier today. AD reported that the Committee had discussed:

- The most recent assessment update.
- Personal Development, Behaviour and Welfare as the SEF/SIP focus.
- PPG; Governors challenged the issue of attendance of certain PPG pupils.
- The phonics and English update from HK. The focus on improving the love of reading in KS2 was discussed in depth. Governors had recorded their thanks to staff for the actions they have instigated with reference to this area for development published in the recent Ofsted report.

Resources Committee – The Committee had met on 27 April 2018. HC reported that the Committee had discussed:

- Funding concerns arising from reduced numbers of pupils applying to Foundation Stage in September. This is a problem in the whole of the Witney area. Governors spoke about the possibility of increasing class sizes in KS2, so that siblings of a KS1 child could join the school, which could help to boost KS1 numbers. Governors acknowledged that there is no limit on class sizes in KS2, although KS1 does have a limit of thirty pupils per class. Governors discussed the potential advantages and disadvantages of having class sizes that are larger than thirty in KS2. Governors agreed that it is important that they are kept aware of any increases in class sizes that would take a class over thirty. However, from a financial perspective, it would make sense to increase class sizes and Governors agreed that the school should be welcoming to new families.
- The budget has been submitted and accepted.

**Action: SN** to contact the admissions authority regarding class sizes and appropriate language to use in any communications about this matter.

### **38/18 Corinthian Partnership update**

The school is now a member of the Corinthian Partnership. SV brought a copy of the signed Memorandum of Understanding to the meeting. The school is working closely with the partnership schools to develop links and support. It had been noted in the Performance and Standards Committee meeting that Cokethorpe does not run the Arts Mark/Arts Award, so the school can work with Cokethorpe and their pupils on this project, as Cokethorpe has art teachers that would be able to assist.

It was noted that there are going to be some changes in personnel at the Partnership schools, such as a new Headteacher for the junior school at Cokethorpe.

**Q.** Governors queried whether the partnership is being publicised and celebrated, as it is the first partnership of its kind. Governors asked whether SN could ask if this is going to happen at the next meeting. Governors also suggested that the school's membership of the Partnership could be publicised on the school website, if that is acceptable.

**A.** SN said that she is not sure how the Partnership is going to be publicised in the wider community, but said that it has been mentioned in a school newsletter.

**Action: SN** to draft wording for the website relating to the Partnership.

### **39/18 Review of Policies**

There were no policies to review.

### **40/18 Preschool Update**

SN and DR (who has chaired the Preschool Sub-Committee) reported that matters are now on track for the proposed merger date of 1 September 2018. The preschool had repeated their EGM due to procedural matters. The second meeting was quorate and those present had voted on the proposal. SN had attended that meeting. 75% of those present had voted in favour of the merger (67% was the required percentage of the vote to proceed).

SN said that someone at the meeting had suggested that having a qualified teacher in the preschool would change the culture, but SN had reassured them that there would not be a great change and suggested that they visit the foundation stage class at the school.

**Q.** Governors asked about the next steps in the merger process.

**A.** SN said that she has emailed her contact at OCC to ask about whether they should try to appoint a teacher, although she supposed that it might be too late to advertise now at this point in the term. There is a possibility that one of the existing teachers might have to teach the nursery class for a term. Governors acknowledged that this could help to ensure consistency in approach following the merger.

SN explained that general staffing levels of the nursery class are being considered. SN confirmed that human resources are overseeing this process, with SN's input. Governors also spoke about the effect on the school's existing administrative staff members. SN stated that Estelle is also going to help the preschool with data protection compliance.

Governors spoke about how the new nursery class could be advertised once the merger takes place, and how the school and preschool would publicise their merger. SN said that all of the technicalities should be dealt with before considering that issue. SN said that she would drip feed information about the merger via the school newsletter. Governors suggested that there could be an open morning for prospective nursery parents at some point during the next term.

Governors spoke about the effect of the merger on the school budget. HC said that, overall, it should not have a negative impact on school finances. DR said that she had asked Jo George for up to date accounts from the preschool.

SN also noted that it had been suggested that one of the parents of the nursery class pupils could join the governing body as an Associate Member from September. Governors agreed that they would welcome a parent representative from the nursery class. GP and DR confirmed that was acceptable and that Associate Members do not have voting rights. Jo George had been appointed for a one year term, so the parent could take her place.

Governors also **agreed** to extend the age group of the school to age 2 to age 11.

**Action: SN** to write to preschool parents stating that one of the nursery class parents could be an associate member of the governing body. **SN** also agreed to provide an update for Governors before the next FGB meeting in July.

**Action: GP** to add Preschool Committee feedback as a standing item on future FGB agendas.

Governors commented that there is a great deal to be done in the next couple of months, and SN should ask Governors for support as and when it is required.

On behalf of the Governors, SV thanked DR, RB, HC and SN for their work on the Preschool Committee.

#### **41/18 Update from Foundation Governors**

NBW reported that a new SIAMS framework has been published, which would form the basis of the next SIAMS inspection. NBW had read the document and reported to Governors on certain aspects of the content. NBW set out the overarching idea behind the new framework. She said that the descriptors used are quite useful in relation to what constitutes a good school and an excellent school. NBW said that she believes that the school would be judged as good at the moment, but certain features of the new framework might make it more difficult to attain an excellent grade. SN suggested that the Diocese would provide training in relation to this framework, which Governors could attend. Governors agreed that the school should subscribe to the Diocesan training programme for the next school year.

NBW set out some areas on which she believes the school should focus. For example, in relation to collective worship, the framework sets out that it should be recognised as the

'heartbeat of the school'. NBW stated that she believes that there is an underlying implication that all staff should be familiar with Christian teachings. Governors conceded that teachers might need to be more explicit regarding the use of Christian teachings during all lessons. NBW also pointed out that there are quite significant requirements relating to pupils being able to speak about worship and prayer, and an inspector is likely to interview pupils during an inspection.

Governors thanked NBW for reading and interpreting the document and providing feedback at the meeting.

**Action: All Governors** to look at the SIAMS framework (available on GovernorHub), before September, and the **Foundation Governors** to arrange a meeting to discuss this before September.

#### **42/18 Governor vacancies / terms of office**

There are currently no vacancies on the governing body.

AD's term of office is due to expire on 13 July 2018. When AD's term expires, a parent governor election would take place.

**Action: SN** to arrange a parent governor election within the relevant timescales. **Completed.**

#### **43/18 Governor training and visits**

Training – nothing to report.

Visits - SV had visited the school to focus on the breadth of the curriculum. Her report was on GovernorHub before the meeting. She had carried out a learning walk, a lesson observation and an evidence trawl with SN. SV said that she was fascinated by the variety of opportunities pupils have each day, and was impressed with what she had seen.

KK had visited the school to focus on computing a couple of months ago. She is now starting to look at assessment and monitoring of that subject area.

KK had also visited the school during SATs week.

#### **44/18 AOB/Date of the next FGB meeting**

AOB – Governors queried whether secondary schools are still carrying out CAT tests. SN said that they are not.

There is a meeting for the parents of the new Foundation Stage intake on Wednesday 27 June at 4.30pm. HC, AD and DR said that they might be able to attend.

SV said that, at the PCC, it was apparent that people are not fully aware of the collaboration and support that takes place between the school and the church. SV asked whether the school choir could come and sing at the church. SV said that it might be possible if Harriet can teach them a couple of suitable songs. SN also suggested that all KS2 pupils could be invited to sing at the church, which might result in greater numbers of pupils attending.

SN has produced a Powerpoint about a year in the life of the school, and SV asked whether it could be used at a PCC meeting. SN agreed that it could.

Date of next FGB meeting – Monday 16 July 2018

Items for discussion at the next meeting:

- Election of Chair and Vice Chair.
- Annual Safeguarding Report.
- Preschool Committee feedback.

*The meeting ended at 8.05pm.*

*GP: 21 May 2018*