



OXFORDSHIRE COUNTY COUNCIL

**SARAH NISBETT, HEADTEACHER**

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**Minutes of the Full Governing Body Meeting held on  
16 July 2018 at 6.00pm at the School**

Present:

Sarah Nisbett (SN) Headteacher	Helen King (HK) Staff
Amanda Dickson (ASD) Parent	Angela Dowley (AD) Parent
Doreen Rose (DR) Co-opted (Vice Chair)	Kathryn Keeping (KK) Parent
Laura Edwards (LE) Foundation	Richard Border (RB) Co-opted
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 Henry Cooke (HC) Foundation and Neil Brading (NB) Co-opted.

The meeting commenced at 6.00pm.

**45/18 Welcome, introductions and apologies**

SV welcomed all to the meeting.

**46/18 Update of Register and declarations of interest in agenda items**

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

**47/18 Election of Chair and Vice Chair**

GP reported that she had not received any nominations for the positions of Chair or Vice Chair.

DR, seconded by LE, nominated SV for the role of Chair. SV explained that she would accept the nomination although, due to constraints on her time from work and other commitments, she would like the governing body to consider whether she should stand again next year. Governors agreed that they value her knowledge and commitment and would be happy for her to stand for re-election for the forthcoming year.

Signed .....

Date .....

SV left the room and Governors present voted to appoint her as Chair for a one year term. SV re-joined the meeting and took the Chair.

LE, seconded by RB, nominated DR to stand for Vice Chair and DR accepted the nomination. DR left the room and Governors present voted to appoint her as Vice Chair for a one year term.

The governing body also discussed succession planning in relation to the positions of Chair and Vice Chair.

#### **48/18 Minutes of the Full Governing Body Meeting held on 21 May 2018 for accuracy**

The Chair took the Governors through the minutes from the FGB meeting held on 21 May, and the actions detailed in the minutes were considered.

**Q.** Governors asked whether either of the lunchtime supervisors had attended exit interviews.

**A.** SN confirmed that NB had conducted those interviews in May.

**Action: NB** to send reports to SN from the exit interviews.

**Action: SN** and **GP** to ensure that an updated version of the Governor Visit form is added to GovernorHub. **Completed.**

The minutes of the meeting held on 21 May 2018 were **agreed** to be 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 May minutes to the school office. **Completed.**

#### **49/18 Matters Arising from the minutes, not covered elsewhere on the agenda**

SN had been to the OCC attendance conference last week. SV said that OCC has re-established an attendance team, following a countywide SEND review. Some of the expectations on school leaders to report non-attendance to OCC are quite onerous, especially as they are not statutory requirements. It was confirmed that SN does not have to inform OCC about attendance issues, apart from persistent absentees.

SN had sought advice about the class sizes in KS2, which had been discussed at the May FGB meeting. SN explained that because there have been up to 32 pupils in classes historically, that has set a precedent for acceptable class numbers at the school. SN confirmed that there continues to be interest for places from families moving into local housing developments. Governors **agreed** that the KS2 class size should be capped at 32, on the understanding that there should be thorough consideration of applications based on specific needs of applicants.

#### **50/18 SEND Update**

Verity Banbury had drafted the report to Governors, which was available on GovernorHub before the meeting.

SN emphasised that the number of pupils requiring SEND support is increasing each year. There is one ECHP in place at the school and applications for two more are underway. The first 15 hours of additional support for those pupils must be funded from the school budget. SN informed Governors that there are 13 pupils on the SEND register and a further 17 are being monitored. SN confirmed that Verity is contracted for one day a week.

**Q.** Governors asked whether it is desirable for Verity to work more than one day a week.

**A.** SN said that it would be desirable. However, Verity is unable to due to other work commitments and the school has not budgeted for her to work any extra days. SN assured Governors that Verity has ensured that staff have a good knowledge of SEND needs and VS added that TAs and teachers are aware of signs of autism.

NBW stated that, from experience, she thinks that the school does very well with the resources that it has, although those resources are not adequate. Governors spoke about the priority this issue should be given for consideration by the leadership team and Governors in the future. It was noted that, recently, schools have been expected to assume far more responsibilities in relation to SEND pupils, which were previously dealt with by other agencies. VS and SN do a lot of work with SEND pupils, which impacts on their school leadership time. VS said that pupils with higher level needs receive appropriate attention, but the school has to ensure that this is not to the detriment of pupils with lower level needs such as dyspraxia. However, Governors noted that the school should be congratulated on the progress of SEND pupils. Governors agreed that the time and resources devoted to SEND pupils should not impact detrimentally on other pupils and staff.

Governors **agreed** that SEND should be listed as a priority in the 2018-19 SDP.

**Q.** Governors asked if there is any expertise about SEND in the Corinthian Partnership schools.

**A.** SN was not sure, but would investigate this.

**Action: SN** to investigate support available from the Corinthian Partnership schools in relation to SEND and add SEND to the 2018-19 SDP.

### **51/18 Data Protection update**

SN explained that further additional measures have been implemented at the school, such as locks on office doors, Governors' school email addresses and increased general awareness of GDPR requirements. SN and Estelle are working through the implementation of the Regulations and will meet with Turn It On next week. Governors were assured that Turn It On are providing a useful service in this respect. SN confirmed that schools must be seen to be working towards compliance, if they are not already compliant.

### **52/18 Committee Reports**

Performance and Standards Committee – The Committee had met before the FGB meeting. AD reported that the Committee had discussed:

- The mathematics update presented by Alison Hobby. It detailed monitoring, problem solving and areas for development. Alison had spoken about using concrete, pictorial and abstract approaches in all year groups. The school is a member of the GLOWHub, in which learning can be shared between schools in Gloucestershire, Oxfordshire and Worcestershire.
- SATs results and assessment data. Phonics results were excellent. KS1 SATs results were also very good with a higher number of pupils working at greater depth level. KS2 SATs results were very encouraging and an improvement on last year. Progress has been very good, especially in relation to PPG and SEND pupils. Two pupils achieved very high marks in the year 6 SATs. DR confirmed that she had agreed to attend the leavers’ service, with NBW. Governors had suggested that those two pupils should be given a Governors’ Award for their exceptional performances. The governing body passed on their thanks to all staff for their hard work, which has been verified by the results achieved at the school.
- VS had given Governors a PPG update, which showed improved attendance for PPG pupils. The majority of the PPG funds have been allocated and spent. Governors offered their thanks to VS, and NB in his absence, for their work in this area.

Resources Committee – The Committee had met on 22 June 2018. SV, on behalf of HC (who had produce a report for SV to refer to), reported that the Committee had discussed:

- Reduced numbers in the F1 classes over the next few years. This would inevitably have an impact on the school budget. However, the Committee is aware that there are new housing developments in the area and the preschool class could help to increase numbers entering F1. However, at present, the budget remains stable.
- The Committee members had visited the preschool. The new parents’ meeting was positive and the parents were enthusiastic. The Committee members also met the new Associate Member (see minute 56/18 below).

Preschool Committee – the Committee had met on the 5 June 2018 and the minutes were available on GovernorHub.

- SN and DR met all of the preschool staff. They had a lot of questions for the school leadership team. There were many positive questions.
- SN reported that the school has started the TUPE process to transfer preschool staff to the school. There would be a Union meeting this week, on 18 July, which SN and DR would attend. SN had explained to staff that there would probably need to be a staff restructuring at some point after the merger.
- All staff received their measures letters (explaining the differences between the preschool and school working practices and conditions). The school has received support from Human Resources throughout this process.
- SN has secured £10,000 from the Ducklington Educational Charity to improve the KS1 outdoor area, and the work would be carried out during the autumn term. The governing body thanked Jill Long and Roger Barnes for their help to secure that funding. The preschool has also secured some money from the Deanfield development, which they have spent.
- Governors spoke about the financial handover from the preschool.

- SN said that Kate Rippon is going to help with teaching in the preschool class until a permanent teacher is appointed. Kate already has a very good relationship with the preschool staff. Some other staff are also keen to work in the nursery class.

Governors noted that, following the decision that they had taken at the March FGB meeting, agreeing the principle of investigating creation of a nursery class and merger with Ducklington pre-school, and having followed the DfE statutory guidance on making changes to a maintained school, a consultation had taken place on extending the school age range down to 2 year olds. No objections had been received. Governors had voted unanimously to ratify the age range extension following the consultation. It was also confirmed that appropriate arrangements have been put in place to recruit a teacher, transfer the pre-school assets, including staff where appropriate, and make arrangements for new starters under the OCC nursery admissions policy.

The governing body extended their thanks to the members of the Preschool Committee for the work they have carried out to date.

Governors also spoke about the name of the nursery class and agreed that the school should consult the pupils about that.

**Action: SN** to produce a full staff list for Governors detailing the staffing arrangements that would be in place from September, once these have been agreed.

### **53/18 Corinthian Partnership update**

SN said that there have been some changes in leadership at member schools and detailed these at the meeting.

### **54/18 Review of Policies**

All policies to be considered at the meeting were available to view before the meeting on GovernorHub.

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

Staff Handbook - Governors **approved** the policy.

Special Educational Needs and Disability Policy - Governors **approved** the policy.

Managing Asbestos in your School – this document is on GovernorHub. All Governors must be aware of this document and read it, if possible.

### **55/18 Update from Foundation Governors**

NBW thanked SN for allowing the church to hold the Messy Ducks session at the school. SN and NBW had spoken about harvest festival, and suggested that the school could assist with the decoration of the church for that event.

NBW said that there is a PCC meeting on Thursday. SV and NBW are going to give attendees an update on what is happening at the school. SN also agreed that she would provide an update using her Powerpoint presentation about the work of the school and the community.

**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.

**Action: GP** to let new Associate Governor know about this document and add it to an autumn term FGB agenda.

### **56/18 Governor vacancies / terms of office**

There are currently no vacancies on the governing body and no terms of office due to expire shortly.

AD had been re-elected as a Parent Governor.

**Action: AD** to complete Governor Details Form and return to GP.

Claire Urriza Rodriguez had been chosen as the preschool parent representative to sit on the governing body as an Associate Governor. GP has contacted her and she has returned the relevant documents. She would attend the September FGB meeting.

### **57/18 Governor training and visits**

Training – the ODST training leaflet had been distributed by GP. SV said that Governors should approach her if they wish to undertake any training. SV suggested that there might be training for the Foundation Governors about the new SIAMS framework, and LE, HC and NBW could meet to discuss this at a practical time.

Visits - DR, RB and AD confirmed that they could attend the end of year performance by year 6.

AD, DR and NBW had attended the leavers' service.

SN noted that Harriet Warner had stepped into the role of playing the piano left by Mr Campbell with great enthusiasm. Governors extended their thanks to her.

### **58/18 AOB/Date of the next FGB meeting**

AOB – Governors gave a formal thank you to the staff for their hard work this year. SV also thanked the Governors for their hard work, and the positive outcomes that had taken place during this school year, particularly in relation to the Ofsted visit.

Date of next FGB meeting – **Monday 10 September at 6.00pm**

Items for discussion at the next meeting:

- Approval of Committee membership and terms of reference
- Dates of 2018-19 meetings
- Annual Safeguarding Report
- SEF and SDP
- SIAMS framework (possibly October/November meeting)
- Update of register of interests

*The meeting ended at 7.24pm.*

*GP: 16 July 2018*