



“Learning together to achieve our best”

Stonesfield Primary School

The Minutes of the Full Governing Body Meeting

held on Wednesday, 28th April 2021 at 7.00pm via Microsoft Teams

Present:

- Sue Corrigan (SC) (Co-opted Governor), Co-Chair
- Julie Curran (JuC) (Parent Governor), Vice Chair
- Helena Doucas (HD) (Parent Governor)
- Gillian Clarke (GC) (Co Opted Governor)
- Conrad O’Brian (CO) (Co-opted Governor)
- Harry Holland (HH) (Co opted Governor), Co Chair
- Kathryn Jones (KJ) (Parent Governor)
- Nicola Rounce (NR) Parent Governor) - joined at 7.29pm
- Ben Trevail (BT) (Headteacher)
- Simon Warr (SW) Co-opted Governor

In attendance:

- Nicole Brooks (NB) (Local Authority Clerk), Rashi Dawson (Proposed Co-opted Governor)

Meeting started at 7.04pm.

1.	<p>Welcome and Apologies SC welcomed everyone to the meeting. <u>Apologies</u> were received and accepted from: Les Days (LD) (LA Governor) <u>Absent:</u> None</p>	
1.1	<p>Confirmation of Quorum The meeting was Quorate.</p>	
2.	<p>Notification of Any Other Urgent Business – SC introduced Rashi Dawson (RD) who has expressed an interest in becoming a Co-opted Governor. RD introduced herself – explaining that she lives in a nearby village and her occupation is a solicitor. She is interested in becoming a governor to utilise her skills and experience to assist and help the school. RD left the meeting and the governors discussed her appointment. RD was unanimously appointed as a Co-opted governor with immediate effect. RD re-joined the meeting and SC advised her of the appointment. Action: SC will appoint a mentor and the clerk will send a welcome email and set RD up on Governor Hub.</p>	<p>SC / Clerk</p>

	<p>SC also reported that another potential Co-opted governor has expressed an interest in joining the Stonesfield FGB. She is a former HT of an Oxfordshire primary school, a trained Ofsted inspector and works for the River Learning Trust. SC and HH will be meeting her virtually on Thursday and will be able to report further at the next FGB meeting.</p> <p>SC also announced that GC is stepping down as Co-opted governor at the end of this academic year. The next FGB meeting will be her last one.</p> <p>The GB is still in need of a governor with financial skills. SC will keep the governor advert in the local newsletter to see if anyone with a finance background comes forward.</p>	
3.	<p>Declaration of Pecuniary Interests – None declared.</p>	
4.	<p>Review of the Minutes of the Last Meeting (3rd March 2021)</p> <p>The minutes were reviewed and approved by the board. They were signed by SC for filing at the school.</p> <p>4.1 Matters Arising - the actions were reviewed and updated in the actions log at the end of the minutes: No matters arising.</p>	
5.	<p>Head teacher Report</p> <p><i>Report was loaded to the hub prior to the meeting.</i></p> <p>The assessment data and School Improvement Plan (SIP) has been scrutinised in the curriculum committee.</p> <p>BT reported on the current priorities:</p> <ol style="list-style-type: none"> 1) Maths – the teaching plan has had an overhaul. It was felt that the teaching of maths was over complicated. Kate McGill (Maths adviser) has been working 1:1 with teachers to introduce strategies for increasing the pitch of a lesson for all age groups and abilities in the class. A consistent planning format is also being embedded. <p>This work has been supported by their collaborative work with Wychwood PS identifying the strategies that have the most impact – for example, SEN or lower attaining pupils are often overwhelmed with too many visuals so this is adjusted to help them process information. At the other end with high attaining pupils, good modelling by teachers allows for stretch and challenge to achieve greater depth. BT has also found that observations at another school has been positive and reassuring for the teachers in their reflections on their own practices.</p> <ol style="list-style-type: none"> 2) Writing – focus is on getting more children working at greater depth. Their external adviser has continued the support to encourage the stronger writers to take more ownership with their writing. <p>NR and GC are carrying out English monitoring this Friday.</p> <p style="text-align: center;">NR joined the meeting at 7.29pm</p> <ol style="list-style-type: none"> 3) Personal, Social, Health & Economic (PSHE) – Jackie Clarke (Teacher) has led on a parent consultation regarding the Relationships and Sex Education policy. The school has been supporting mental well-being and emotional regulation. BT pointed out that Forest School has played a very important role for the children in their return to school life and supporting mental health. 	

A writing moderation exercise will take place next month, and a maths evaluation will take place at the end of term. BT will be able to take this data to the OCC strategy meeting in July.

This term BT will focus more on the wider curriculum. Next academic year he plans to swap subject leaders to allow further development.

Q: There are a lot more of the red boxes on the Spring 2021 data figures than there were in the Autumn term – can BT explain this further?

A: BT responded that this has been discussed in the curriculum committee and is within the minutes of the committee. This will be explained under agenda item 7.

Q: The attainment and progress data of the SEN and pupil premium pupils is something to be proud of and BT should showcase this more within the reporting. Can this be highlighted more prominently?

A: BT agreed that he could provide more detail – especially the support in place and the impact of the strategies and interventions. In addition, capturing data that might not appear in headlines. More data has now come in for SEN and PP pupils. They carry out three assessments per year.

Q: Does BT need to re-evaluate the targets for this school year given the slippage from school closure and home learning. Are the current targets still realistic?

A: BT has asked the teaching staff to evaluate what is realistic. He will run an extra data drop at the May half term. They are confident that the majority of pupils will catch up by the end of the academic year, but there will be some that will require more time and support. After the year they have had, he cannot see how normal results and outcomes can be expected for all.

Q: The governors asked if it would be worthwhile have a conversation with the OCC strategy lead to discuss targets / expectations following a second school closure impact?

A: There was a short discussion. BT could try and establish their take on the current situation, but BT is also confident that the July data will show that their judgement is sound.

Action: It was agreed that SC and HH would contact Joseph Rubba (HT at Wychwood PS) to discuss their approach to the next strategy meeting.

SC / HH

Attendance has been good from 8th March to the Easter Holidays – attendance data is shown in the table on the HT report.

There are 14 new starters for Reception intake in September. Ideally BT would like 15.

Q: Can BT provide any further information on the staff absence data?

A: BT gave a brief update to the governors on absences and resignations and his current recruitment plans for Teaching Assistants.

The governors thanked BT for maintaining cover for the SEN pupils when this has been needed due to staff shortage.

The school has been using a TA through an agency who has a wealth of experience in this role and has been really helpful and supportive during her time at Stonesfield.

Unfortunately, they are not looking for a permanent position.

	<p><i>Q: Does BT ask local schools where they recruit / source staff for SEN support?</i> A: No, he hasn't so far but will certainly consider this if recruitment difficulties continue.</p>	
6.	<p>Budget review and approval <i>Documents were loaded to the hub prior to the meeting.</i> BT reported. He has met with OCC Finance Officer Caroline Amor to go through the figures. The financial year 2020-21 started with a deficit of £15k. The in-year position is a surplus of £43k resulting in an end of year surplus of £28k. It will be hard to sustain a balanced budget with current staffing levels required for sustained school improvement measures. The school has an OCC approved deficit budget of £15k for end of 2021-22 and BT and OCC recommend approving a deficit budget for 2021-22 with the aim of having a surplus by end of 2022-23.</p> <p>The income for budget year one will be based on pupil numbers in the October census which were 95. The school has gained 6 pupils since the census, but they will not receive the funding for them until budget year 2.</p> <p>BT drew attention to some adjustments: The biomass boiler loan payment did not go out this year, so he has budgeted for 2 years worth of payments in 2021-21 year. The £2,100 c/f of Sports Premium funding has now been committed to expenditure. £1,000 of pupil premium funding c/f has now been spent on interventions for pupil catch up.</p> <p>The budget is based on assumptions of staff turnover and future pupil numbers. If the reality is very different the budget will have to be reviewed.</p> <p>BT shared the employee scenarios document on the screen. He went through each one to explain the rationale and stated that scenario 3 was the preferred option. The current TA hours are 132 p/w. This is the minimum required given the current 1:1 support needed. BT clarified that the school submits a 3 year budget plan every year.</p> <p><i>Q: If a £15K deficit has been approved by OCC shouldn't we use it rather than planning for cuts in future years?</i> A: BT had considered this but is concerned about heading into greater deficit if pupil numbers drop further and staff costs remain the same. He would prefer to avoid this.</p> <p>BT added that Covid catch up could take up to another 12 months. He thinks that there may be further catch-up funding available and if this does happen, he can commit to more staffing on a short-term basis.</p> <p>There are three items of expenditure not included in the budget:</p> <ol style="list-style-type: none"> 1. Promotional video A quote for £1100 has been received from ICT 123. BT added that 1 child extra coming to Stonesfield will attract £3-4K funding so it would be worthwhile doing this. 2. Lightning conductor A recommendation from the Fire Risk Assessment report. OCC strongly recommend they have one installed, but they cannot afford it. Quotes received so far have ranged between £5K - £10K. BT has asked the OCC properties team if they have any funding for this, but nothing so far. HH has spoken to the low carbon firm about the work they did. They are checking their files to see if they should have fitted one at the time they carried out their work. 	

	<p><i>Q: Is it reasonable to say that we will install a lightning conductor when we can afford to?</i> <i>A: This is how BT has left things with the OCC properties team.</i></p> <p>The governors discussed ideas for fundraising / grant applications to pay for this item. Action: JuC will look into setting up a Just Giving page and approach the Freemasons for a grant.</p> <p>3. Redecoration</p> <p>Zena has redecorated the staff room and it is much improved. The staff room chairs are in need of replacing / re-upholstering. BT has looked into costs and received a quote of £500 for re-upholstery. To replace them would cost around £2K. This is not money they have to spare.</p> <p>The governors discussed ideas for replacing the chairs. Donations from companies who no longer require their chairs was discussed. As long as the foam and fabric meets the fire regulations they can accept donations.</p> <p>Action: Place a notice in the Next Door newsletter asking for donations of chairs (JuC), and RD will reach out via her business community for potential donations (RD)</p> <p>The GB extended their thanks to Zena for her work to re-decorate the staff room.</p> <p>The GB voted to approve the proposed budget for submission with OCC.</p> <p>The GB also extended their thanks to Vicki Laithwaite the bursar for her help and support producing the budget and different scenarios for BT to consider.</p>	<p>JuC</p> <p>JuC / RD</p>
7.	<p>Committee reports <u>Finance, Resource, Health & Safety (FRHS)</u> <i>The minutes of the meeting were loaded to the hub prior to the meeting</i></p> <p>SC reported. The main discussion was around the budget. Other items included: There is now much better reporting in place in respect of contracts and contractor items over £2K in value. It is easier to keep track of contracts. A decoration schedule is in place and real improvement is noticeable for the work completed so far. Thanks to Zena, BT, Anne and Jen for their work over the Easter break.</p> <p>Action: SC and HH will send an email of thanks to them and the bursar (SC / HH)</p> <p>The lightning conductor was discussed under H&S.</p> <p>The school is struggling to recruit a lunchtime supervisor. This is impacting on BT to cover at lunchtime. He is looking to advertise after the half term for a September start.</p> <p><i>Q: The biomass boiler has caused and continues to cause so many problems. It does not work properly. BT spends too much time dealing with the problems. It is not cost efficient as they need to use gas when it isn't working. Is there any way to get some money back and get it working consistently? Do other schools have the same problem?</i> A: BT has struggled to find a firm who will help. LD has been involved but H&E don't want to discuss it. BT is aware of another school who have a biomass boiler and they don't have problems with it.</p> <p>Action: Contact OCC again to discuss biomass boiler problems (SC)</p> <p><u>Curriculum</u> <i>The minutes of the meeting were loaded to the hub prior to the meeting</i></p> <p>JuC reported on the meeting. The committee reviewed the data and discussed the slippage resulting from school closure / home learning. It was noted that hand stamina for writing, pastoral care were being worked on this term. Teachers are confident they can get the</p>	<p>SC / HH</p> <p>SC</p>

	<p>children back to where they should be by the end of this year. They have seen templates and planning and a robust catch-up plan.</p> <p>The data set at the end of the spring term only included 3 weeks of pupils back at school so an extra data set is planned for the end of May to be able to review progress over a longer time span.</p> <p>BT is looking at additional sports clubs in school. Governor monitoring is taking place. The Relationships and Sex Education policy consultation went well.</p> <p><i>Q: Can BT explain how the School Improvement Plan (SIP) will look going forward into next year?</i></p> <p>A: BT explained that the SIP includes immediate, mid and longer term objectives. This are updated through it's duration. He will use the end of year data to inform the objectives for September. He will also use the outcome of the OCC strategy review meeting in July. His current plans are for supporting and refining provision for both ends of the attainment range and the wider curriculum.</p>	
8.	<p>Use of Governor Hub</p> <p>SC drew attention to an article she has loaded onto governor hub titled 'Using Governor Hub to demonstrate great governance'. The document recommends organising and storing evidence required for Ofsted inspection and utilising the features on the Hub to support the GB work. It is being used for meeting documentation and governors should be recording their training on there. It could be used more for communications rather than emailing each other.</p> <p>SC summarised that the hub is used well, but it would be good to utilise it further. Please can everyone read the article and familiarise yourself with more functions of Gov Hub.</p> <p>Action: Read the Gov Hub article and understand how to use the hub to better effect</p>	ALL
9.	<p>Governor monitoring</p> <p>HD and KJ have carried out a PSHE monitoring meeting. HD has also carried out Maths monitoring. These governors gave feedback that the monitoring form was straight forward to use and they included the safeguarding question within the meeting.</p> <p>Governor roles will be discussed at the FGB meeting due in September.</p>	
10.	<p>Safeguarding</p> <p>Safeguarding updates were covered within the HT report. SC and JuC are due to meet in June for the next Safeguarding visit. No further updates.</p>	
11.	<p>Parental engagement</p> <p>A parent questionnaire has been carried out in respect of remote learning and a consultation for PSHE (Relationships and Sex education policy) has also taken place.</p> <p>There have been no parent forums for a while due to Covid.</p> <p>The governors discussed the most suitable times for a forum to encourage good turnout. Different timings have been tried in the past. The PSHE consultation was held at 2pm and was well attended. BT will carry out a parent survey around May half term and will look to set a forum date after that. If a forum is not possible though he will factor in any actions</p>	

	<p>resulting from the parent survey into the SIP and inform the parents via a newsletter or other communication.</p> <p>BT is happy to try a virtual forum if this is appropriate. It is best to try and prepare the parents prior to forums. If they have information on the content prior to the event they have had time to digest it and can contribute more effectively.</p> <p>It was suggested to ask parents in the survey what time would suit them for a forum.</p>	
12.	<p>Health & Safety</p> <p>A walk around visit will be scheduled for this term.</p> <p>BT reported that there is a well-established routine in place for Covid safety measures. There is a high level of compliance from everyone involved. Attendance is good and staff are carrying out twice weekly lateral flow tests.</p> <p>School advisors will be able to physically visit the school from May onwards.</p>	
13.	<p>Governing Body business</p> <p>Governor training</p> <p>OCC are in the process of producing their next training schedule. Most training is delivered remotely.</p> <p>SC asked all governors to consider how the GB conducts their business in the future. When face to face meetings are allowed, will they want a mix of face to face and virtual? This can be discussed at the next FGB meeting.</p> <p style="text-align: right;">Action: Discuss face to face and virtual meetings.</p> <p>Governing body vacancies</p> <p>This has been covered already during agenda item 2.</p>	ALL
14.	<p>AOB</p> <p>No AOB items were raised.</p> <p>SC thanked everyone for attending.</p> <p style="text-align: center;">Meeting closed at 9pm.</p>	
Next Governing Body Meeting: 14th July 2021 - 7pm		

Actions log

Meeting date	Item no.	Action Required	By whom	By when	Outcome
02.03.21	4.1	Compile a list of the initial DBS checks for the governors	BT	By the next FGB	Completed and list is on Gov Hub
02.03.21	4.1	Co-opted governor vacancy to go in 'Nextdoor' issue	JuC	By the next FGB	Completed
02.03.21	5	BT to present a narrative on school's improvement journey to end of Spring term	BT	For the next FGB	Included in HT report at this meeting
02.03.21	5	Read the safeguarding information document	ALL	By the next FGB	Completed

02.03.21	8	Governors to book monitoring visits / meetings	ALL	By the next FGB	On the agenda and in progress
02.03.21	11	Set a date for the next H&S walkaround visit at school	HH	By the next FGB	Not yet done. SC to action c/f
02.03.21	13	Update email address and reminder email to be sent to LD	Clerk	immediately	Completed
02.03.21	13	Put together a specification for the film requirements	BT/JuC	By the next FGB	Completed. 1 x quote received. JuC & BT to meet on Friday to discuss timeline. KJ's husband's company may be able to quote for the work too. It was decided to launch the video in September.