



“Learning together to achieve our best”

Stonesfield Primary School

The Minutes of the Full Governing Body Meeting

held on Wednesday, 14<sup>th</sup> July 2021 at 7.00pm via Microsoft Teams

**Present:**

Sue Corrigan (SC) (Co-opted Governor), Co-Chair  
 Rashi Dawson Co-opted Governor)  
 Helena Doucas (HD) (Parent Governor)  
 Gillian Clarke (GC) (Co Opted Governor)  
 Harry Holland (HH) (Co opted Governor), Co Chair  
 Kathryn Jones (KJ) (Parent Governor) – joined at 7.07pm  
 Nicola Rounce (NR) Parent Governor)  
 Ben Trevail (BT) (Headteacher)  
 Simon Warr (SW) Co-opted Governor

**In attendance:**

Nicole Brooks (NB) (Local Authority Clerk),  
 Prospective Governors Katherine Spencer (KS) & Andrew Moore (AM)

Meeting started at 7.02pm.

1.	<p><b>Welcome and Apologies</b>          HH welcomed everyone to the meeting.  <u>Apologies</u> were received and accepted from: Les Days (LD) (LA Governor), Julie Curran (JuC) (Parent Governor), Vice Chair, Conrad O’Brian (CO) (Co-opted Governor)</p> <p><u>Absent:</u> None</p>	
1.1	<p><b>Confirmation of Quorum</b>          The meeting was Quorate.</p>	
2.	<p><b>Notification of Any Other Urgent Business –</b></p> <ul style="list-style-type: none"> <li>• Pop-up pub event</li> <li>• Covid update from BT – it was agreed to include this within the HT report item.</li> </ul> <p><b>Co-opted governor proposals x 2</b>          HH welcomed Katherine Spencer (KS) and Andrew Moore (AM) to the meeting. They are prospective Co-opted governors.          KS and AM introduced themselves. KS has a background in education (Teacher, HT and Ofsted inspector) and currently works as a Support &amp; Challenge Partner with the River Learning Trust.</p>	

	<p>AM has a background in finance and management consultancy and runs his own consultancy business.</p> <p>KS and AM left the meeting while the governors discussed their appointment. KS and AM were appointed as Co-opted governors with immediate effect.</p> <p>They both re-joined the meeting and HH advised them of their appointment.</p> <p>HD and KJ volunteered to be mentors to KS and AM as part of their induction to the GB.</p> <p><b>Action: The clerk will send a welcome email and set KS and AM up on Governor Hub.</b></p>	Clerk
3.	<b>Declaration of Pecuniary Interests</b> – None declared.	
4.	<p><b>Review of the Minutes of the Last Meeting (28<sup>th</sup> April 2021)</b></p> <p>The minutes were reviewed and approved by the board. They will be signed by HH for filing at the school.</p> <p><b>4.1 Matters Arising</b> - the actions were reviewed and updated in the actions log at the end of the minutes: No matters arising.</p> <p><b>Action: Set the FGB meeting schedule for 2021-22 – send to SC, HH &amp; BT (Clerk)</b></p> <p><b>Action: Set the Committee meeting schedule for 2021-22 (SC)</b></p>	Clerk SC
5.	<p><b>Head teacher Report</b></p> <p><i>Report was loaded to the hub prior to the meeting.</i></p> <p>BT gave a Covid update. There have been 3 confirmed positive cases (among pupils) in the last 8 days. Oak class is currently isolating.</p> <p>Guidance from OCC has been very good and template letters have been provided for the school to send out to parents. BT is keeping parents informed of updates via ParentMail. Some Year 6 pupils are isolating and will miss their last week at Stonesfield PS.</p> <p>From September there will no longer be bubbles in place. BT, SC and HH will meet during the last week of the summer break to review guidance and the risk assessment.</p> <p>No questions were asked.</p> <p>BT drew attention to the HT report. Page 2 shows the RAG rating from OCC along with progress data. Draft priorities are shown on page 3.</p> <p>BT has requested a termly visit from the School Improvement Partner (SIP) from September. Shorter more frequent visits will help to maintain focus and keep on top of the improvement work.</p> <p>Wider curriculum development is a key priority. A rolling curriculum program is in place. This summer term was Science, History and PSHE. Next term it will be Geography, Art and DT.</p> <p>There has been success with Maths and English. The Lead teachers have definitely strengthened capacity with the external support they have received.</p> <p>BT will now look to roll out middle leaders across the board i.e. with Geography, Art and DT.</p> <p>There will be 16 pupils joining the school in September. This is good for the October census data.</p> <p>The SEN and Pupil Premium data will be reviewed on Monday by the Curriculum Committee.</p>	

	<p>BT drew attention to the accelerated progress for the SEN pupils and how more pupil premium pupils than ever before are reaching ARE (age related expectations).</p> <p>The pastoral support program put in place at Stonesfield has had a really positive impact with catch up and keep up measures.</p> <p>Attendance – without Covid absence the attendance data was 97.5%. Unfortunately, 100 days have been lost due to Covid absence and this has affected the figures.</p> <p>Statutory data is displayed in the table on page 6. BT has noted that good level of development (GLD) is slightly down for Reception year.</p> <p>The Year 4 multiplication check results were disappointing. BT will be mirroring strategies to work on this for next year when the multiplication checks are statutory next year.</p> <p>Spring term data drop – the data from this drop is much improved. A lot less boxes are red now. Year 6 showed a significant increase, and this is a really good achievement for the year group. OCC have noticed this in the review meeting. The data scrutinised at the curriculum committee meeting.</p> <p>SC reported that OCC have been really pleased with the response to their interventions. This is down to the work that BT has put in over the year. Moving forward, systems need to be in place to make this sustainable and not lose momentum. The GB echoed this.</p> <p><i>Governor question – Can BT provide more information on the behaviour incidences?</i></p> <p>BT gave an overview of the incidences and how they were dealt with. Some situations are now less challenging, but the school has a handle on it. The impact is more on the staff than the children.</p> <p><i>Governor question – Do staff get support to deal with challenging individuals?</i></p> <p>The school receives support from external agencies such as the communications and interactions team (they have been very helpful). The SENCo provides coaching support and training is also available to staff. BT is also around to help in situations or offer support. The staff involved are happy to continue with the role they have.</p> <p><i>Governor question – Recruitment of TA staff, is BT actively recruiting for someone with SEN training or experience?</i></p> <p>BT advised that this is on the person specification. He is looking to recruit someone who can provide support wherever it is needed. He has received one application so far.</p> <p>BT drew attention to the staff absence figures that have reduced significantly this term.</p>	
6.	<p><b>Review of LA programme of support</b></p> <p>HH and SC reported that the support from OCC will continue next year. Overall, they are very pleased with how Stonesfield has responded and the improvements that have been seen. It is important to continue with this momentum and maintain high standards across the school. They will build on what they have learned from this journey and also ensure that the workload is sustainable for the teachers.</p> <p>An email will be sent to staff on behalf of the governors to state how pleased they are with the progress and to carry on with the good work.</p> <p>It was suggested to inform the parents of the good work and progress too.</p> <p style="text-align: right;"><b>Action: SC / HH send email to staff</b></p> <p style="text-align: right;"><b>Action: BT to include school progress news in a newsletter.</b></p>	<p>HH/SC BT</p>

	<p><i>Governor question – Were the Early Years (EY) moderation outcomes picked up in the review meeting?</i></p> <p>Yes – the improvement was noted, and moderation ratified. Writing has been identified as a priority for next year for EY.</p> <p>SW is EY Lead governor. He will be meeting with the EY Teacher next week and will pick up on this. SW thanked BT for his support.</p>	
7.	<p><b>Policies</b></p> <p><b>Data Protection (DP) Policy</b></p> <p>The policy was seen last year by the school’s DP adviser. There have been no changes made.</p> <p>The governors approved the policy subject to BT running it by the DP adviser for a final check.</p> <p><b>SEND information report</b></p> <p>BT has added section 6 to the report. The section is data/evidence to demonstrate how effective their provision is.</p> <p><i>Governor question – Are there any national averages to compare the Stonesfield data to?</i></p> <p>BT advised that there is not at the moment. He has submitted their data to Fisher Family Trust (FFT) and they will provide comparison statistics. The cohort size at Stonesfield is so small that it is hard to analyse.</p> <p>Governors approved the SEND report.</p> <p><b>Equality Duty statement – the statement has been loaded to the hub</b></p> <p><i>Governor question – Where did the objectives of the statement come from?</i></p> <p>BT stated they are from the Equality policy that has been set from DfE guidance.</p> <p>The governors discussed the statement and what it’s purpose / meaning is. Governors asked if it is a review against the equality plan, because if so, it doesn’t reflect this. Governors also questioned how the school could quantify the children’s commitment to promoting equality.</p> <p>The equality plan is currently being worked on. This needs to be completed in order to assess and review the effectiveness.</p> <p>BT explained that the document should state what the school is doing to support the equality policy. SC read a descriptor from the website for the benefit of governors. KS added that this is likely to be replacing the old term of ‘equality objectives’.</p> <p>BT stated that the statement is in line with the guidance document and meets the purpose it is meant for.</p> <p>The governors agreed with this, but as there is a new updated equality policy being reviewed at the next curriculum committee meeting there is concern that the statement will not harmonise with it or feed down from it.</p> <p>Governor question – paragraph 3 states all measures that the school currently has in place or undertakes, is this all current and up to date?</p> <p>BT confirmed all items listed are in place and the school is carrying them out.</p> <p><b>The governors agreed the following:</b></p> <p>The statement is approved as it is and published on the website. If there are amendments needed following the review of the new equality policy, then this will be brought to the next FGB for ratification.</p>	

8.	<p><b>Committee reports</b></p> <p><b><u>Finance, Resource, Health &amp; Safety (FRHS)</u></b> – <i>minutes have been loaded to the hub</i></p> <p>SC reported. The OCC Finance Officer has been very complimentary about the budget, it is well understood and controlled as possible. The plan is to stay in the black. Planning application for the Terrapin has been submitted.</p> <p>The school has been advised that they do not require a lightning conductor.</p> <p>A Health &amp; Safety walkaround visit has been carried out. Overall, it was very satisfactory. Just a few minor items to be addressed.</p> <p>Staff structure and staff changes were reviewed.</p> <p>A number of policies were also reviewed and approved.</p> <p>Pop-up pub event to be discussed this evening (under AOB).</p> <p><i>Governor question regarding the recruitment for a new TA. Is BT replacing like for like hours?</i></p> <p>BT explained that there is a budget set for a maximum number of TA hours and there is no movement with that. He is recruiting for the same number of TA hours, but the time will be spread across different classes according to need. As bubbles will be dropped from September, there will be opportunity for TA support to be moved to KS2.</p> <p><b><u>Curriculum</u></b></p> <p>The curriculum meeting will be held on Monday 19<sup>th</sup> July. No report for this meeting.</p>	
9.	<p><b>Sports Premium Strategy</b> – <i>report is loaded on Gov Hub</i></p> <p>BT reported that Forest School receives sports funding money. It will require more to keep running. This will need to be monitored and reviewed. If this funding decreases, then it will affect Forest School provision. This is a huge part of the Stonesfield enrichment program and a real selling point of the school.</p> <p>The outdoor classroom costs have been quoted at £8,500. Friends of Stonesfield School (FOSS) applied for a £6K Blenheim bursary. They have been awarded £2K that will be released when the school reaches its target. This will be a FOSS fundraising target when events can take place again.</p> <p>Swimming lessons will be reintroduced again from September along with residential trips. Some children have missed out on a lot of school swimming lessons, and BT will highlight this to parents of Year 6 as their residential week will include water activities.</p> <p>Competitive sport has been very affected due to Covid and they will invest in this next year. CPD opportunities for staff will be funded.</p> <p>Dance and indoor PE will also be a priority.</p>	
10.	<p><b>Parent Survey</b> – <i>results have been loaded on Gov Hub</i></p> <p>It was noted that the results are much improved on last year although there were fewer responses (only 28 compared with 58 last year). BT acknowledged that a higher response rate would have been better. There is less dissatisfaction among the parents this year. BT suggested that parents are now used to the change that came with his appointment at the school.</p> <p>On Monday afternoon BT and SC hosted a parent forum to try and gain more information on feedback from the survey and clarify what improvements could be further made.</p> <p>In September / October time it would be good to communicate with parents to share what they are doing and what changes have been made.</p> <p>The data analysis charts and tables were displayed and BT confirmed they are also on the school website.</p>	

	<p><i>Governor question – How does this feed into the school improvement plan?</i></p> <p>BT explained that comments in the free text boxes and feedback from the forum shows that communication can still be improved upon so this will be built into the plan moving forward. He is offering possibilities but only if they are realistic. He has to be mindful of teacher workload. Any changes put in place will be reviewed to make sure they are (a) working and (b) worthwhile.</p> <p><i>Governor question – Has BT managed to drill down to exactly what parents want?</i></p> <ul style="list-style-type: none"> <li>• Timely information distribution</li> <li>• A curriculum overview is currently given out at the start of term. Parents would prefer less on the coverage, and more on the outcomes their child is expected to achieve at the end of the unit and if they need additional support getting there.</li> </ul> <p>The free text pages of the results survey provides more detail.</p>	
11.	<p><b>Governor monitoring</b></p> <p>OCC were very impressed with the governor monitoring in place. The new forms that are used were complimented.</p> <p><i>Governor question – Can we communicate this success to parents?</i></p> <p>It was agreed to include in the governor’s end of year report, the newsletter and the Slate newsletter. The maths success and the effective emotional well-being support should also be communicated.</p> <p><b>Action: Communicate school successes to parents and wider community (SC/HH/BT)</b></p> <p>BT advised that next year governor monitoring will be adjusted for different subject areas. The link governors for those subjects will be discussed under agenda item 15.</p> <p>GC and NR carried out monitoring for English earlier today. The report will be circulated as soon as possible.</p>	SC/HH/BT
12.	<p><b>Safeguarding</b></p> <p>SC and JuC have carried out safeguarding monitoring and the notes of the meeting are on the hub.</p> <p>During the OCC review meeting it was noted that they are very satisfied with the safeguarding improvements that have been made.</p>	
13.	<p><b>Parental engagement</b></p> <p>No updates / reports further to the discussion under agenda item 10.</p>	
14.	<p><b>Health &amp; Safety</b></p> <p>The H&amp;S walkaround has been reported on.</p> <p>BT will follow the Covid situation and the plan moving forward with the lifting of restrictions and bubbles ending.</p>	
15.	<p><b>Governing Body business</b></p> <p><u>Chair and Vice Chair</u></p> <p>SC and HH will stand for Co-Chair again next year unless anyone wishes to put their name forward.</p>	

	<p>No volunteers for Vice Chair at this stage. Governors were encouraged to consider taking on this role. Election for Chair / Co-Chairs and Vice Chair will take place at the next FGB meeting.</p> <p><u>Governing body roles</u> English – NR and RD Maths – HD Finance – AM SEN – KJ Safeguarding – SC Early Years – SW Pupil Premium – KS Wider curriculum Geography – HD Art – KJ Science – CO? (SC to ask CO) Health &amp; Safety – CO GDPR – HH</p> <p>Pay committee and HT appraisal panel will be decided at the next FGB meeting</p> <p><u>Future meetings</u> – the next FGB meeting will be Wednesday 29<sup>th</sup> September 7pm start</p> <p><u>Governor training</u> SC recommended that all new governors should sign up for the governor induction training. They are all online at the moment. The school pays for the training package so it will not cost governors. Book on to training via Governor Hub.</p> <p>HH has attended a number of online briefings recently.</p> <p><u>Governor vacancies</u> JuC is leaving so a parent election will be held next term to fill that vacancy. A new curriculum committee member and Chair will be required from next term also. SW's term of office expires on 21<sup>st</sup> November. SW is considering if he will stand for another term.</p>	
16.	<p><b>AOB</b> SW spoke about a pop up pub event being organised by the White Horse committee. There is a request to use the school field and toilets. The date proposed is Sunday 5<sup>th</sup> September from 1-7pm. The event is to try and raise awareness for the pub campaign and also the scout hut campaign. There will be a marquee and a BBQ. A deep clean following the event will be carried out and paid for by the event organiser. BT was asked for his opinion. He is not opposed to the idea, but he has concerns with the Covid situation and how that might be in September and for sending out mixed messages regarding gatherings and spreading infection. A Sunday is not ideal given that cleaners will need to be in on a Sunday evening. Governors felt it would be better to hold the event before term starts. SW explained that a September date doesn't clash with other events. The governors agreed that the end of September would be far better, they will agree it provisionally and review mid September to confirm if it can go ahead.</p> <p><b>Action: Send a pop up pub proposal to BT subject to confirmation of timing (SW)</b></p>	SW

	<p>The governors said farewell to GC as this is her last FGB meeting. They thanked her for all of her time and effort serving the governing body. BT seconded that and thanked her for her support when he first joined Stonesfield.</p> <p>GC thanked the GB and stated how much she has enjoyed her time as a governor. She extended her best wishes to the new governors on the board.</p> <p>HH thanked all governors for attending the meeting and wished everyone a good summer break.</p> <p style="text-align: center;">Meeting closed at 9.18pm</p>	
<b>Next Governing Body Meeting: 29<sup>th</sup> September 2021 - 7pm</b>		

### Actions log

Meeting date	Item no.	Action Required	By whom	By when	Outcome
02.03.21	11	Set a date for the next H&S walkaround visit at school	HH	By the next FGB	Completed
28.04.21	2	Appoint a mentor for RD Send welcome pack and set RD up on Gov Hub	SC Clerk	immediately	SC is the mentor  Completed
28.04.21	5	Contact Joseph Rubba (HT at Wychwood PS) to discuss their approach to the next strategy meeting	SC / HH	Prior to the strategy meeting	Not done, but the review meeting has happened now.
28.04.21	6	Look into a Just Giving page and approach the Freemasons for a grant	JuC	As soon as possible	The school has received a grant of £1000 towards refurbishment of chairs and staff room decoration costs.
28.04.21	6	Place a notice in the Next Door newsletter asking for donations of chairs Reach out to the business community for potential donations of chairs	JuC  RD	As soon as possible	Not required any longer
28.04.21	7	Send an email of thanks to staff and the bursar	SC / HH	As soon as possible	Completed
28.04.21	7	Contact OCC again to discuss biomass boiler problems	SC	By next FGB	Not needed as the boiler is now working.
28.04.21	8	Read the Gov Hub article and understand	ALL	By next FGB	Completed. HH also has some training material he

		how to use the hub to better effect			will load to the hub for governors to use.
28.04.21	13	Consider face to face and virtual meetings for the future	ALL	On the next FGB agenda	Under agenda item 15 tonight.