



“Learning together to achieve our best”

Stonesfield Primary School

The Minutes of the Full Governing Body Meeting

held on Wednesday, 29<sup>th</sup> September 2021 at 7.00pm via MS Teams

**Present:**

- Sue Corrigan (SC) (Co-opted Governor), Co Chair
- Hannah Crowe (HC) (Parent Governor)
- Les Days (LD) (LA Governor)
- Helena Doucas (HD) (Parent Governor)
- Harry Holland (HH) (Co-opted Governor), Co Chair
- Andrew Moore (AM) Co-opted Governor)
- Conrad O’Brian (CO) (Co-opted Governor)
- Nicola Rounce (NR) Parent Governor)
- Katherine Spencer (KS) (Co-opted Governor)
- Ben Trevail (BT) (Headteacher)
- James Venables (JV) (Parent Governor)
- Simon Warr (SW) Co-opted Governor)

**In attendance:**

- Nicole Brooks (NB) (Local Authority Clerk)

Meeting started at 7.03pm.

1.	<p><b>Welcome and Apologies</b>            SC welcomed everyone to the meeting and extended a welcome to HC and JV as newly elected parent governors. HC and JV introduced themselves to the GB.</p> <p><u>Apologies</u> were received from: None  <u>Absent:</u> Rashi Dawson (RD) (Co-opted)</p>	
1.1	<p><b>Confirmation of Quorum</b>            The meeting was Quorate.</p>	
2.	<p><b>Election of Chair and Vice Chair</b>            The Clerk took the chair for this agenda item. Nominations were requested. SC and HH both nominated themselves for Co Chair.            As this was a virtual meeting, they both left the room at their homes while the GB voted. Both SC and HH were elected as Co Chairs for a 12 month term.</p> <p>There were no nominations for Vice Chair.  <b>Action: Vice Chair election on the agenda for the next FGB meeting</b></p>	<b>Clerk</b>

3.	<b>Notification of Any Other Urgent Business</b> None advised.	
4.	<b>Declaration of Pecuniary Interests</b> – None declared. <b>Action: All governors to submit declaration of interests form or submit via Gov Hub declarations page</b>	ALL
5.	<b>Review of the Minutes of the Last Meeting (14<sup>th</sup> July 2021)</b> The minutes of the last FGB meeting were reviewed. They were agreed to be a true and accurate record of the meeting, to be signed by the chair and filed at the school.  <b>4.1 Matters Arising</b> - the actions were reviewed and updated in the actions log at the end of the minutes.	SC
6.	<b>Head teacher Report</b> - <i>Report was loaded to the hub in advance of the meeting.</i> <u>Agree content and format of HT report</u> BT gave an overview of the HT report content and took questions from the governors. The most recent SEF judgement is considered to be good across the board. OCC will now be scaling back their support. They had offered 1 day with the School Improvement Officer, but BT has requested more. They will now provide 3 days support. OCC have proposed to continue with the strategy meetings. The first one will happen in November.  <u>Number of pupils on role</u> - Pupil numbers are up by 8 to 103. One more child is due to start so they will have 104 by census day (on 7 <sup>th</sup> October). This is very positive news for the budget. The current year 6 cohort is large. BT will be focussing on attracting as many children as possible for next years reception class intake. He is being very proactive about reaching out to families.  <i>Governor question:</i> What pupil number is the current budget based on? BT confirmed it was based on 104 pupils. They need a good intake next year to keep the budget stable.  <i>Governor question:</i> There are 30 pupils in Chestnut and Rowan class already. Aren't they at capacity? BT advised that it is only Reception and KS1 classes that have a limit of 30 pupils in a class. They can have more in Chestnut and Rowan. He acknowledges that it isn't ideal to have more than 30, but they cannot afford to turn pupils away. Currently there are places in all year groups. BT gave a summary of SEN support. The OCC SEN system is under strain. The school has an outstanding EHCP application that has passed the statutory time frame. BT explained the TA support in place and the financial support for SEN pupils. The school is at capacity for supporting SEN pupils and this does impact on workloads for the team. If pupil numbers can increase to 110+ then BT will be able to recruit more TAs.  The number of Pupil Premium (PP) pupils has increased this year. There are 5 pupils who are both SEN and PP. It is important for the curriculum committee to look at these groups when scrutinising this data.	

BT has shown a breakdown of the behaviour and exclusion incidences. There have been no exclusions, but the behaviour incidences reported have been acted on with SENCo and external agency support. BT gave a brief overview of the situations.

Attendance – the current attendance is 96.5%, the target is 97%. The only Covid sickness absence has occurred today.

There has been some unauthorised absence due to holidays.

Last year there were some persistent absences (attendance less than 90%), but those individuals have shown a large improvement this year so far.

Health & Safety – the annual audit will take place in December.

The maintenance schedule is up to date. The biomass boiler is working well at the moment.

Staffing – BT has recruited 2 x Teaching Assistants who are qualified teachers.

Staff absence will continue to be reported to the governors.

The summer data is shown in the tables. The data is being used for target setting in each cohort and for individuals.

BT will continue to report the statutory data.

Parental engagement – The school held meet the teacher events over 4 different evenings in one week. Each evening was year group specific. The attendance was reasonable. The EY group had the best attendance. Fewer parents attended for the older year groups.

Parent governor feedback was given:

NR has received feedback that the events were appreciated and well received and met a lot of the needs raised. Parents are happy with the introduction of homework books.

JV stated that he attended the event for the EY class. It was very helpful for parents.

Training – the staff training schedule is detailed at the end of the report.

*Governor question* – Was the MASH referral made by the school or another party?

BT made the referral based on a concern raised by staff. The MASH team have taken the referral on for investigation.

BT has also made 2 x no name consultations and the issues have been dealt with internally.

*Governor question* – Is there a pattern with the unauthorised absences?

There have been a small number of families (with multiple children) who have taken holidays at the start of the term. They are not linked.

BT has not issued a penalty notice, however, an OCC template warning letter is to be sent out to families.

*Governor question* – Can BT explain what the RWM statistic means within the summer 2021 data table?

BT advised that it was a crude measure to show the % of pupils who have met the expected targets of reading, writing and maths. The result fluctuates depending on the cohort and which pupils have met the expected standard in all areas.

Parent's evenings – The meetings were held virtually last year. Teachers are keen for face to face meetings this term. There are advantages and disadvantages to both. BT will be considering how to work this moving forward.

BT asked for any comments / feedback to the HT report format.  
Could BT add some text to distinguish changes / updates since the last report. Just a few lines to show the headlines / reflections since the last FGB meeting.

BT attended an Ofsted inspection briefing recently. An inspection will be due anytime before December 2023.

School Improvement Plan (SIP) 2021-22 – SIP was loaded to the hub prior to the meeting  
BT hopes that he will have a meeting with the School Improvement Partner this term. He has a meeting scheduled with Andy Heyes next week (OCC SIP team). Although the school has implemented a lot of changes, they do need time now to embed them all and be able to demonstrate that they are working.

**Leadership & Management**

Writing - There is a focus for SEN pupils and the pupils working at greater depth:  
SEN – The SENCo will be providing strategic support to the teachers, observing in class more often to see how support can be refined to be more effective.

Greater depth writers – BT will be working on identifying and challenging those pupils at an earlier stage.

Maths – National Centre for the Excellence in the Teaching of Mathematics (NCETM). The school is using NCETM for maths mastery, to embed skip counting and pitch lessons at a higher level.

Reading – Work to be carried out for Early Reading provision, particularly on phonics. Focus on provision for the lower attaining KS2 readers.

BT has been advised that the school needs to sign up to a validated phonics programme. They currently use ‘Letters and Sounds’ and this is not validated. There will be a cost attached and this will be brought to governors for discussion and a decision later in the year. BT is currently exploring options.

Curriculum – Last year Science, History and PSHE was covered. This year the focus will be on Geography and Art.

BT has prioritised developing a system for the ‘middle leaders’ to take ownership of their subject. To monitor, evaluate and identify new areas for development.

**Behaviour, attitudes and personal development**

Mental Health – The school is continuing the work to support pupils’ mental health. The SENCo is supporting this area of work.

**Early Years**

Early Years – The revised EYFS framework is now in place. Staff training has taken place and the new curriculum has been written. The EY Teacher has carried out baseline assessments, they are all complete.

Overall it has been a good start to the year.

The Governor monitoring schedule is at the end of the document. BT would like this to be kept on track throughout the year. It is important to have a robust system in place.

Questions were invited:

*Governor question* – Re: Code of Conduct document. Can BT add wording to the effect of “develop a positive and respectful environment”

BT agreed and will add this in.

	<p><i>Governor question</i> – Can BT explain what skip counting is? BT explained that it is simple counting exercises with actions to go with it. Each maths lesson starts off with 5 minutes of a particular type of counting. Examples are times tables, counting forwards, counting backwards, sequences.</p> <p><i>Governor question</i> – Concerning subject leader handbooks. Who writes these? Is it the subject leader or BT? BT has developed the handbooks. They are designed to be consistent across all subjects. They include action planning, expectations, monitoring, what to look for, key questions and how to record information.</p> <p><i>Governor question</i> – Can BT clarify what ‘miscue analysis of low attaining readers’ means? BT explained that it is a system they are using to capture the struggles and any findings across the cohort of pupils who are low attaining readers.</p> <p>The GB thanked BT for his reports.</p>	
7.	<p><b>Catch-up funding: Review impact of previous grant and approve plans for 2021-22 – report was loaded to the hub prior to the meeting</b> The updated plan is on the website. BT is expecting approximately £1300 catch-up funding this year. Nothing has been received yet though. The school is expected to match 25% of the funding so the pot will be around £1700. Last year the majority of spending went towards online tuition. The school also employed Teresa Langley for teacher led interventions. BT is continuing to use Theresa Langley this year to support pupils with writing. Writing has suffered the worst from the effects of the pandemic. The school must report the funding expenditure and impact to the DfE. <i>Governor question: Can BT explain the impact of online tuition vs teacher led and why he is not opting for further online tuition?</i> A: BT explained that the online tuition didn’t have the longer term impact that they hoped for. It started off very well, but the engagement dropped off quite quickly. It did well to embed learning for pupils, but it didn’t accelerate progress.</p> <p><i>Governor question: Is the school set up for blended learning if the need arises?</i> A: The school has Google Classroom set up and ready to use if needed. It will pose a challenge if the classes are split with some at home and others in school. <i>Governor question: Governors asked if the teachers could make their lessons live and online for those pupils who are at home.</i> A: This was delivered at times during the last lockdown and would be an option to offer.</p> <p><i>Governor question: Can BT explain what the selection process will be for those pupils chosen for catch-up writing sessions?</i> A: BT will be identifying the low attainers from the pupil premium and non-pupil premium. The group sizes will be 7. <i>Governor question: There are more than 7 pupil premium pupils so how will this work if there are more than 7 who need the sessions.</i> A: BT explained that there will be some pupil premium pupils who do not need the support, but he will be running more than one group at different times to include all who need it.</p>	

8.	<p><b>Evaluation of Pupil premium (PP) funding for previous academic year and Approve strategy statement on use of Pupil premium (PP) funding – document was loaded to the hub prior to the meeting</b></p> <p>NR reported on an anonymous donation to Friends of Stonesfield School (FOSS) specifically for PP pupils. The amount was £1500 ish. Has the school received this money from FOSS yet?</p> <p>BT replied - he does not believe they have received this money.</p> <p><b>Action: NR to investigate and confirm if the funds were transferred.</b></p> <p>The strategy for this academic year is very similar to last year. BT has used the recommended framework.</p> <p>Improving quality of teaching has the greatest impact. Every pupil benefits from this, but the disadvantaged pupils benefit the most.</p> <p>The barriers to future attainment are detailed on page 2.</p> <p>The academic year and the financial year do not match up and there has been a sum of £1000 carried forward. This money has been used to buy in nurture and well-being support for pupils.</p> <p>The curriculum committee review and discussion found that by supporting pupils' mental well-being led to an improvement in their attainment. More PP pupils are now working at age related expectation (ARE) since BT joined the school. Writing is still an issue to be worked on.</p> <p><i>Governor question</i> – Is Stonesfield PS still partnered with Wychwood School?</p> <p>BT confirmed they were. The teachers have really benefitted from visiting another school. It is helped them to improve their teaching and broaden their horizons for teaching practices.</p> <p><i>Governor question</i> – The attendance for PP pupils is lower than non PP pupils. Are parent contracts used / in place to improve attendance?</p> <p>BT explained that during his first year at Stonesfield PS he had to tackle pupil absence. This was a very difficult time and caused a lot of friction with parents. Some parents even moved their children to another school over this.</p> <p>He has found that referrals for Early Help and Locality Community Support Service and working to educate the families with a more positive and gentle approach has been a better strategy to use.</p> <p>KS stated that the DfE has published a revised September 2021 template on attendance. BT will look at this.</p> <p><i>Governor question</i> – Can BT explain the significance of the PP pupil attendance data. The attendance for PP pupils at Stonesfield has improved. It was 92% in 2018-19 and is now 94%. The whole school attendance is 97% so they are behind by 3%. Any attendance below 96% will have an effect on pupil attainment. BT will continue to work on improving attendance.</p> <p><i>Governor comment</i> - KS has noted the research links at the bottom of the strategy. She recommends that all governors read this.</p> <p><i>Governor comment</i> – NR would lean towards issuing parent contracts. She believes they would be effective, but understands why BT has chosen not to issue them at this stage and if his strategy works then there is no need to issue them.</p>	NR
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	<p>BT added that the OCC attendance team has also supported the school in the past. He also has to be consistent with all families. He has not yet issued any fines for absence at this stage.</p> <p><i>Governor comment</i> – It is very positive that the school can fund PP pupils to attend after-school clubs. These are valuable opportunities that they can offer disadvantaged pupils. BT added that they can offer a certain number of places for each club. They make sure that the places are allocated fairly.</p>	
9.	<p><b>Policies to review:</b> <i>Policies were loaded to the hub prior to the meeting</i></p> <p><u>Safeguarding &amp; Child Protection</u></p> <p>BT stated the main changes to the policy. The content has been slimmed down and is more in alignment with the Keeping Children Safe in Education document. The appendices also contain some very useful links.</p> <p>There is an updated section for peer on peer abuse. BT will be linking this in when he reviews the behaviour policy.</p> <p>An Ofsted report on sexual harassment in schools has been published. This is more relevant to secondary than primary schools but will be re-enforced.</p> <p><i>Governor question: Can BT make sure that all contact numbers listed are correct? The LADO name needs to be updated as Jo Lloyd has now been named as the new OCC LADO.</i></p> <p><b>Action: BT to amend this detail on the policy.</b></p> <p>The policy was approved with the amendments discussed.</p> <p><u>Whistleblowing procedures</u></p> <p>This is an OCC standard policy.</p> <p><b>Action: BT to cross check the telephone numbers.</b></p> <p>The policy was approved subject to the checks discussed.</p> <p><u>Code of conduct for staff &amp; volunteers</u></p> <p><i>Governor question: Governors asked when BT will be going through this with staff?</i></p> <p>BT has already circulated this to all staff.</p> <p><i>Governor question: How does BT know that the staff are aware of the obligations where to look for information?</i></p> <p>A: All staff have signed a register to state that they have read this.</p> <p>There was a discussion on ensuring that staff have read and understood. It is important that the information has been taken on board. BT stated that the Safeguarding paperwork states this</p> <p>It was suggested that a statement is included on the code of conduct.</p> <p><b>Action: BT will include a statement as suggested.</b></p> <p><i>Governor question: Governors asked what 1-2-1 situations might occur in school, where an adult and child are alone and could fall under a high risk situation?</i></p> <p>BT explained that there are not many, but examples would be an adult providing 1-2-1 support to a child who may need to leave the classroom. Another would be when an individual assessment takes place.</p> <p>If this scenarios do occur, the members of staff are advised to keep a door or window open in their location and if possible to make sure that they can be seen by other members of staff.</p>	<p>BT</p> <p>BT</p> <p>BT</p>

	<p><i>Governor question:</i> The format of the contents page does not seem to align with the actual document.</p> <p><b>A: BT had worked from a pdf document and it is likely this has caused formatting issues. He will look at this.</b></p>	BT
10.	<p><b>Committee reports</b>  <b><u>Finance, Resource, Health &amp; Safety (FRHS)</u></b>  No meeting held yet. Meeting dates to be set.  <i>Governor question: Will there be a staff well-being survey this Autumn?</i>  A: BT confirmed that the survey will be completed as part of the appraisal process. It is a standard OCC survey.</p> <p><b><u>Curriculum</u></b>  No meeting has been held yet. Meeting dates to be set.</p>	
11.	<p><b>Safeguarding</b>  BT advised that all governors have had a DBS check carried out. He will check if any are due to be renewed. The policy is every 5 years.</p> <p>The updated Keeping Children Safe in Education (KCSIE) is on the hub and all governors need to read this and declare that they have done so.  Declarations need to be declared on Gov Hub. The declaration is the same area as declarations of interest.  <b>Action: All governors to read and understand the KCSIE document and complete the declaration on governor hub. Login to governor hub, click on your name at the top of the page, click on the declarations tab and the KCSIE is about halfway down. Click to confirm you have read and understood.</b></p> <p>The clerk drew attention to the GB responsibility to ensure that all appropriate safeguarding measures are in place for any organisations that hire out the school outside of school hours. There was a discussion around Friends of Chadlington School (FOSS) who are holding a disco at the school.  No other organisations hire out the school.  <b>Action: BT to check the safeguarding measures that are in place for FOSS.</b></p> <p>The GB needs another governor who has completed Safer Recruitment training.  KS stated that she has completed Safer Recruitment and Designated Safeguarding Lead training.  If any other governor wants to do this training then please do sign up.</p> <p>BT confirmed that all governors have had their information entered onto GIAS. He will need to enter the details for the two new Parent governors at the next update.  <b>Action: Add HC and JV onto GIAS at the next data update (BT)</b></p> <p><i>Governor question: Does the school have an online safety policy?</i>  BT confirmed that they do. It is called the E-Safety policy. They used the OCC template.</p>	<p>ALL</p> <p>BT</p> <p>BT</p>
12.	<p><b>Parental engagement</b>  Most updates were covered under the HT report.  BT did report that they have been organising tours for prospective parents.</p>	

	<p><i>Governor question: Does BT have any plans for more parent forums?</i> BT is planning to organise a forum in November after the half term.</p>	
13.	<p><b>Health &amp; Safety – including Covid-19</b> The H&amp;S audit is booked in for 12<sup>th</sup> December.</p> <p>The Covid risk assessment has been updated and is loaded to Governor Hub. <i>Governor question: The Covid policy on the school website is dated March 2020. Should this be updated?</i> <b>Action: BT will check to see if the Covid policy is still required.</b> BT confirmed that the most recent risk assessment is on the website (Covid page).</p>	BT
14.	<p><b>Governing Body Business</b></p> <p><u>Governor training</u> New governors will need to book onto the governor induction training. There is a weekly bulletin from governor services with details of upcoming courses. The best way to book onto training is to search and book through Governor Hub. If you click on the Oxfordshire Governor Services tab (underneath the sign out button), then click on the training tab, you can search and book onto training courses. There is a wide range of courses. Safeguarding training can also be done online.</p> <p><u>Governor monitoring</u> BT has shared the monitoring schedule. SC advised the governors that a new SEN lead governor is needed as KJ has moved out of the area and left the GB. HC volunteered to be the SEN lead governor.</p> <p><u>Committee membership</u> <b>Finance committee members are: SC, LD, NR, BT, CO, AM</b></p> <p>There was a short discussion on the naming of Curriculum committee. It was agreed that Performance &amp; Standards is a better fit for the function of this committee. <b>Performance &amp; Standards committee members are: SW, HD, KS, JV, HC, HH</b></p> <p><u>Standing orders and Terms of reference</u> Standing order and Governor's code of Conduct were adopted by the GB. The Terms of Reference will be reviewed by the committees at their first meeting.</p> <p><u>Link Governor roles</u> Link Governor roles were agreed as follows: Safeguarding = SC SEN = HC Maths = HD English = KS &amp; NR H&amp;S = CO Art = HD Science - CO Early Years = SW</p> <p>The next FGB meeting will be held virtually. Committee meetings will be held face to face.</p>	

15.	<b>Any Other Urgent Business</b> None raised.	
<b>Meeting ended at 9.03pm</b>		
<b>Next Governing Body Meeting: 24.11.2021</b>		

**Actions log**

<b>Meeting date</b>	<b>Agenda Item</b>	<b>Action Required</b>	<b>By whom</b>	<b>By when</b>	<b>Outcome</b>
14.07.2021	2	Send welcome email and set AM & KJ up on Gov Hub	Clerk	immediately	Completed
14.07.2021	4	Set the FGB meeting schedule for 2021-22 Set the committee meeting schedule for 2021-22	Clerk SC	asap	FGB meeting dates set  Committee dates still to be set (c/f)
14.07.2021	6	Send email to staff – thank you and well done	SC / HH	By end of term	Completed
14.07.2021	6	Include school progress news in the newsletter	BT	Next newsletter	Completed
14.07.2021	11	Communicate school successes to parents and wider school community	SC/HH/BT	By end of year	Slate article, Governor news and feedback on parent survey
14.07.2021	16	Send pop up pub proposal to BT subject to confirmation of timing	SW	asap	Unlikely to happen now, needs to be a summer event