



“Learning together to achieve our best”

Stonesfield Primary School

The Minutes of the Full Governing Body Meeting

held on Wednesday, 24th November 2021 at 7.00pm at the school

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), Vice Chair
- 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 7.02pm.

1.	<p>Welcome and Apologies HH chaired this meeting and welcomed everyone to the first FGB meeting held in school for some time. Introductions were made around the table for the benefit of the newer governors who had only attended virtual meetings to date. <u>Apologies</u> were received from: Rashi Dawson (RD) (Co-opted), Nicola Rounce (NR) Parent 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 SW’s term of office expired on 21.11.2021. He confirmed he was willing to stand for another term. SW left the room and the GB voted to re-appoint for another 4 year term. Action: Update Governor Hub (Clerk) No other urgent business declared.</p>	Clerk

3.	<p>Declaration of Pecuniary Interests HC declared that she is the Treasurer and Trustee for Friends of Stonesfield School (FOSS).</p>	
4.	<p>Review of the Minutes of the Last Meeting (29th September 2021) 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.</p> <p>4.1 Matters Arising - the actions were reviewed and updated in the actions log at the end of the minutes.</p> <p>Election of Vice Chair SC and HH asked for nominations for the role of Vice Chair. COB was the only nomination. COB left the room and the GB voted to appoint him as Vice Chair.</p> <p>HH added that the governor responsibilities information will need to be updated on the school website Action: Send updated governor information to BT to load to the school website</p>	<p>SC</p> <p>Clerk</p>
5.	<p>Head teacher Report - <i>Report was loaded to the hub in advance of the meeting</i> BT highlighted the SIP bullet points – <i>Updated SIP was loaded to the hub prior to the meeting</i> Maths – the school has worked with consultant, teachers, the maths lead and SENCo. A learning walk was planned but has been postponed due to staff absence.</p> <p><u>The Local Authority (LA) review feedback</u> The quality of education has shifted from good to amber. BT explained that this has mostly been affected by staff changes that currently happening. There was some concern from the LA that there is lack of consistency and clarity with certain areas of teaching. BT will be spending time with individuals to get this right.</p> <p><u>Staff changes</u> Two retirements, a resignation and maternity leave are listed. BT has recruited a new TA who will start in the new year providing 1:1 support for a child. Interviews for the teacher position will take place on Monday. BT will be offering a fixed term post until the end of the summer term and will then look to recruit a full-time, permanent teacher from next September. He explained the rationale for this. He needs to recruit someone to be in place before the current teacher leaves. He wants to build in some time to recruit the right person permanently. He added that it may be the person they take on fixed term but it is important they get the appointment right. The maternity cover position is also being recruited.</p> <p><i>Governor question</i> – Parents might be anxious about the number of staff leaving. An announcement on replacements will need to be made quite soon. BT confirmed that he will make announcements as soon as he is able to. SC added that she has offered exit interviews to the leavers.</p> <p><i>Governor question</i> – it looks as though more work is needed with the teaching of maths still. Can BT provide further information?</p>	

BT agreed more work is needed. The SIP officers were happier with the English they saw. The concern with maths is mostly due to consistency and that the maths lead teacher is leaving the school following the extensive training. BT gave the governors a brief summary of the observations and what hadn't worked well. He did stress that lots of positives had come out of the visit too.

Governor question – Is there a natural successor for the role of maths lead?

BT explained that it will largely be down to who they recruit to replace the teacher leaving. It could well end up being BT in the interim.

The governors discussed full-time roles vs the job share model that the school has in most year groups. BT explained that he books staff meetings and inset training on different days throughout the school year to try and accommodate the part-time staff.

Governor question – Could BT offer a 0.58FTE contract to the part-time staff so that everyone could all be present in school on a Wednesday?

BT replied that there could be a review and change in how PPE time is covered, and he could ask teachers if they are willing to increase their working time, but he cannot force this on anyone and as things currently stand the budget cannot afford it.

LA review visit – report was loaded to the hub prior to the meeting

BT summarised. There were a lot of positive that came out of the visit. The indoor environment is well set-up and purposeful.

Baseline data – the data showed a low starting point but there is evidence of lots of progress being made.

Outdoor provision needs to be added to the SIP.

BT needs to sharpen up the SIP document. He will be changing this to show 6 weekly milestones that are clear throughout the year broken down to CPD, support packages and one key aspect per term as a focus.

Governor question – phonics is considered as being vulnerable but there was a 94% pass rate. Can BT expand on this?

BT informed governors that 94% passed the assessment, but until they buy in an approved phonics system they will be classified as vulnerable. The benchmark pass rate is 82%. All children who have been at Stonesfield PS since reception have passed.

The reading books that the school uses will need to align with the scheme that the school commits to. There will be a number of books that Stonesfield have that won't meet this with any of the available schemes.

The governors discussed the need for investing in a new phonics scheme when their results are demonstrated as very good. When budgets are tight, what is more of a priority for the school? The outdoor area needs investment.

The school needs to assess if they can maintain their phonics success with the current system. If there is a decline, then it will be a target in an Ofsted inspection.

KS did add that research has shown better outcomes for pupils with the use of a synthetic phonics scheme.

	<p>There are a set number of approved schemes that have been published by DfE. They want all schools to commit to one of them.</p> <p>In the Spring term BT will be exploring options and trialling different schemes. Given the outlay that it will involve, it may need a 2 or 3 year plan to buy a whole set of books.</p> <p><i>Governor question</i> – Have many other schools that BT knows of committed to a scheme yet? BT knows of quite a few that have. Stonesfield PS will have to do this eventually. He will be able to show a plan by the end of the year to show due diligence and reasonable action.</p> <p><u>Anti-bullying survey</u></p> <p>Stonesfield PS took part in the Oxfordshire anti-bullying survey. BT has received data but not had time to put this in report form yet. He will bring it to the FRHS committee meeting in January</p> <p>Action: Anti-bullying survey to FRHS committee in January</p>	BT
6.	<p>Policies to review: <i>Policies / plans were loaded to the hub prior to the meeting</i></p> <p><u>Behaviour policy</u></p> <p>BT advised that there have been some minor amendments to the appendices regarding anti-bullying ambassadors. The ambassadors have been introduced to the children during assembly time.</p> <p>The policy was approved by the GB.</p> <p><i>Governor question</i> – SC asked if she can meet with some anti-bullying ambassadors during her next governor visit?</p> <p>BT will arrange this.</p> <p><u>Equality plan 2021-22</u></p> <p>The P&S committee reviewed the plan. There have been some changes made to the introduction and the attendance section.</p> <p>The plan was approved by the GB.</p> <p><u>HR policy</u></p> <p>The school uses the OCC standard policy model as used in previous years. He pointed out that the Whistle Blowing policy (WB) is not included as they have chosen a different model to use.</p> <p>The policy was approved by the GB.</p>	
7.	<p>Committee reports</p> <p><u>Finance, Resource, Health & Safety (FRHS)</u></p> <p>Meeting held on 10.11.2021. Minutes were loaded to the hub prior to the meeting. SC added that there have been two complaints made this term. One of them has been resolved at stage 1. The second complaint has progressed to a complaints panel meeting. A panel has been convened but SC asked for a volunteer to be a substitute if illness prevents a panel member from attending the meeting. It will be held in the evening. LD volunteered.</p> <p>HT appraisal paperwork is not yet completed.</p> <p><u>Curriculum</u></p> <p>Minutes were loaded to the hub prior to the meeting. No questions were asked.</p> <p><u>Update on teacher appraisal process</u></p> <p>Teacher appraisals have taken place. BT will bring anonymised teacher performance management objectives and plans to the FGB meetings so they can see how teachers are</p>	

	<p>being held to account on outcomes. He added that this can be challenging with job share classes.</p> <p>Targets are around subject leadership. Last year the focus was on curriculum intent. This year the emphasis is on implementation and impact.</p> <p><u>Pay committee</u></p> <p>It was agreed that HD, HH and SW will sit on the pay committee. A meeting date will be set when BT has finalised the pay recommendations.</p>	
8.	<p>Safeguarding - <i>Safeguarding audit was loaded to the hub prior to the meeting.</i></p> <p>BT has attended a partnership meeting recently and Jo Lloyd (the new LADO for OCC) was there. BT was able to have a conversation with her around safeguarding that he found very useful.</p> <p><u>Safeguarding audit</u></p> <p>BT drew attention to the main action points that have arisen from the audit.</p> <ul style="list-style-type: none"> • Using the neglect tool is the most significant action • Half termly record of concerns to be reviewed • Following up on actions from safeguarding cases <p>BT is currently researching automated systems (e.g. CPOMS) that schools can use to record and keep on top of safeguarding cases they have recorded. These systems can also be used for attendance and behaviour data / reports.</p> <p>PSHE safety aspects are being followed up with the PSHE lead teacher. The school has not included FGM (Female Genital Mutilation) at this time.</p> <p>BT is reviewing the staff induction process to ensure that it is fully in line with KCSIE.</p> <p>Prevent training is recommended to be refreshed at least annually.</p> <p>There are 7 minute training briefings that the DSL's can attend and then feed that into staff meetings.</p> <p><u>BT stressed the importance of every governor monitoring visit to include at least one safeguarding question. This is regardless of the monitoring subject. It is on the template that governors use.</u></p> <p><i>Governor question</i> – Regarding allegation management. What is the process if there is an allegation made against the HT? Is this published anywhere? BT answered that is covered within the safeguarding policy and the complaints procedure.</p> <p><i>Governor question</i> – Section 10.3.1 'Neglect' section is highlighted in red. Should this be submitted while still red? BT explained that they haven't fully completed the action point yet so they cannot move to green yet. The audit can be submitted as it is. It just needs to be actioned within the relevant timeframe.</p> <p><i>Governor question</i> – regarding risk assessment for volunteers. Why do they not undergo the safeguarding training? BT ensures that a DBS is carried out and will encourage volunteers to do at least Level 1 safeguarding training and invite them to the annual safeguarding training that he does with the staff.</p>	

	<p>There is conflicting advice, but KCSIE states that he is not able to insist that volunteers do this, and he is also not required to carry out a barred list check for volunteers if they are not involved in a regulated activity. Volunteers are not at any time involved in unsupervised activities, so the risk assessment is the standard procedure.</p> <p>BT did state that he would carry out a barred list check if it was needed for a particular activity that the volunteer is taking part in.</p> <p><i>Governor question</i> – Why did the school opt out of the FGM section of the PSHE policy? It was felt that this subject was too big a leap after introducing the sex and relationships policy to the students. It will be kept under review, and they may decide to include it at some point in the future.</p> <p><i>Governor question</i> – Has there been any negative feedback from not including FGM? No – there has been none to date. It is reviewed regularly though.</p> <p><i>Governor question</i> – if a section is highlighted in red on submission is that a bad mark against the school? BT explained that this exercise is more to show where the school is at and the actions they are committing to. It isn't a judgement against the school.</p> <p>Decision: The governors approved the safeguarding audit for submission to the LADO at Oxfordshire County Council.</p>	
9.	<p>Parental engagement</p> <p>Parent's evening was held. BT acted on JV's suggestion of offering a combination of face to face and virtual parent / teacher meetings.</p> <p><i>Governor question</i> – Is there a date set for the next parent forum? BT has not had time to organise for this term, but he plans to do this in January. He has implemented communication to share pupil progress information in between parent's evening meetings. HD commented that as a parent, this has been useful to see.</p> <p><i>Governor question</i> – SW asked about a plan of activities that has been available previously. He suggested it could be updated and shared with parents. He would be happy to help BT to do this. BT thanked SW and agreed this could be done.</p>	
10.	<p>Health & Safety – including Covid-19</p> <p>A H&S walk has been planned for this Friday.</p> <p>BT reported that several neighbours have complained about the hedge / border along one side of the school perimeter. This will need to be assessed.</p>	
11.	<p>Governing Body Business</p> <p><u>Governor training</u></p> <p>Training has been completed by a number of governors. If this has been booked via governor hub this will automatically populate the training log. If the training was not booked through the hub then governors will need to add this training to their record manually.</p>	

	<p><u>Governor monitoring</u> SW gave a verbal report on an EY monitoring visit. The EY teacher has re-worked the curriculum to meet the new framework introduced in September. There is a new system in place where each child is moved away from the former percentage tracker. SW did notice that there is some pupil information / detail displayed in the classroom and he raised the question around it being there and not being secure. Action: BT will check as soon as possible to see if it should remain or be removed.</p> <p>The EY baseline data is looking strong. There are a small number of pupils who are less settled in the classroom environment. Could this be an impact of Covid disruption? The cohort looks to be academically good, but the potential for achievement could be affected by the few who are struggling with pupil to pupil interactions.</p> <p>The EY teacher felt the Local Authority visit went well. SW asked if the recommendations for improving the outdoor area were resolvable? BT answered. There is a 3-4 year plan for the outdoors area to be improved.</p> <p>SW added that he did ask a safeguarding question during his visit.</p> <p><i>Governor question</i> – Were there any concerns from the EY teacher around staff changes due to maternity leave? SW confirmed that no concerns were raised to him. Action: SW will write the report and submit to the hub.</p> <p><u>Link Governor roles</u> It was confirmed that COB will be the 2nd safeguarding governor and that JV will be the Whistle Blowing (WB) governor.</p> <p><u>Staff governor vacancy</u> BT advised that there has been no interest to date. He will advertise again when new members of staff join the school.</p>	<p>BT</p> <p>SW</p>
12.	<p>Any Other Urgent Business None raised.</p> <p style="text-align: center;">Meeting ended at 8.38pm</p>	
Next Governing Body Meeting: 19th January 2022		

Actions log

Meeting date	Agenda Item	Action Required	By whom	By when	Outcome
29.09.2021	2	Vice Chair election on the agenda for the next FGB meeting	Clerk	Next FGB	Completed
29.09.2021	4	All governors to submit declaration of interests form or submit via Gov Hub declarations page	ALL	ASAP	Clerk to follow up on those still outstanding

29.09.2021	5	Minutes to be signed by the chair and filed at the school	SC	Next FGB	SC to sign the minutes at the meeting
29.09.2021	8	NR to investigate and confirm if FOSS funds were transferred	NR	Next FGB	Not known as NR is not present. HC will check this.
29.09.2021	9	Amend contact numbers per discussion on Safeguarding policy	BT	ASAP	Completed by BT
29.09.2021	9	Cross check telephone numbers per discussion on WB policy	BT	ASAP	Completed by BT
29.09.2021	9	Code of conduct for staff & volunteers. Include statement that safeguarding policy has been read and understood. Correct formatting issues on the document	BT	ASAP	Completed by BT
29.09.2021	11	All governors to read and understand the KCSIE document and complete the declaration on governor hub	ALL	Next FGB	Clerk to check and follow up on any outstanding
29.09.2021	11	Check that safeguarding measures that are in place for Friends of Stonesfield School while booking the use of school premises	BT	ASAP	See notes below *
29.09.2021	11	Add HC and JV onto GIAS at the next data update	BT	Next data update	Completed by BT
29.09.2021	13	BT will check to see if the Covid policy is still required	BT	Next FGB	BT has not received confirmation yet.

*BT has met with FOSS to confirm that safeguarding measures are in place. Some safeguarding training has now been completed and a risk assessment has been put in place. BT supported FOSS to implement all appropriate safeguarding measures and will do so with any organisations who book the school in future.