



“Learning together to achieve our best”

Stonesfield Primary School

The Minutes of the Full Governing Body Meeting

held on Wednesday, 23rd March 2022 at 7.00pm via MS Teams

Present:

- Sue Corrigan (SC) (Co-opted Governor), Co Chair
- Hannah Crowe (HC) (Parent 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
- Nicola Rounce (NR) Parent Governor) – joined at 7.50pm
- 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 7.04pm.

1.	<p>Welcome and Apologies HH chaired this meeting and welcomed everyone to the meeting. Apologies were received and accepted for LD. <u>Apologies:</u> 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 Since the last FGB meeting RD has resigned as Co-opted Governor. The board will need to recruit to fill this vacancy. BT requested that the Food Policy is discussed under AOB. This was accepted. SC has a confidential item to raise under AOB. This was accepted.</p>	
3.	<p>Declaration of Pecuniary Interests No new declarations were made.</p>	

4.	<p>Review of the Minutes of the Last Meeting (9th February 2022) 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><u>Section 106 funding</u> – Kevin Griffin (KG) from OCC has confirmed that this pot of money is secure until 2027. Total amount is £123,438. It is to be spent on capital project only, and it must be a minimum spend of £20K. Payment for the biomass boiler is not an option. The school needs to put a plan together. Upgrading the EY outdoors space and making designated car parking space at the front of the school could be an option.</p> <p><i>Governor question – what about replacing the Terrapin building?</i> BT explained that the Terrapin building is in reasonable condition. To replace it would cost in the region of £500,000. More funds than they have. OCC have already stated that if this building does need to be replaced they would pay for it. With current pupil numbers, there is no real case for replacement or expansion of classrooms. KG has stated that there is no real rush to spend this money. AM suggested that governors look at the significant challenges the school is likely to face over the next 10 years and spend time looking at what might be needed to benefit the school.</p> <p style="text-align: center;"><u>Some of this discussion is recorded under confidential minutes.</u></p> <p>The governors decided to set up a sub-committee to compile an initial list of ideas. Sub-committee members are: BT, HD, HC, SW</p> <p><u>Boiler quote</u> – BT reported that he is keen to accept the quote. The firm have come recommended by another school. The quote is for a 1-year maintenance contract so it isn't a long term commitment. There were no objections to BT accepting this quote. Action: BT set up a 1 year maintenance contract</p> <p>Governor monitoring visits <i>Governor question – Can BT remind governors why a monitoring visit has to take place this term?</i> BT explained the driver for governor monitoring and how important it is on a general basis, but also with the input into the OCC strategy meetings (for reviewing the action plan) and Ofsted inspections.</p> <p>SC needs to book a safeguarding / H&S visit and will need COB to attend with her for the H&S part. Action: COB and SC to book a monitoring visit date.</p>	<p>SC</p> <p>BT</p> <p>COB / SC</p>
5.	<p>HT Report – <i>loaded to the hub prior to the meeting</i> BT spoke about how the half termly rapid action plan is available for governors to see and that they should refer to this during monitoring visits to see and evidence the work and impact of the targets that have been set. Last term was affected a lot by Covid cases, but they still managed to achieve a lot.</p>	

Staff CPD for maths – mostly around assessment strategies / a lot of work on SEN, how to cater / adapt for SEN pupils.

Ongoing work on how to challenge pupils. Planning for children at more able and less able ends of ability.

Writing – continuing to provide challenge in writing across the curriculum.

Phonics – work carried out to assess for a new phonics scheme. The school is currently carrying out due diligence to understand all costs involved in different scheme options.

BT will have the next data drop available to report at the next FGB meeting.

Attendance was discussed at the P&S committee meeting and a separate report has been loaded to the meeting folder on the hub.

Spring term 1 attendance = 85.8% (affected by Covid absence)

The normal target is 97% and the school usually reaches 96%.

Spring term 2 so far has started well and is at 97% .

Disadvantaged and SEN pupils are continuing to be most affected by absence. BT is regularly sending out the attendance message to parents.

There have been no complaints since the last FGB meeting.

Governor question – Re: attendance data table. The Covid related absence is not recorded under Spring 1 and 2 terms. Can BT provide further information?

BT stated that in the Autumn term Covid absence had a special code. That code is no longer in use, and he cannot separate Covid absence from other authorised illness absence now.

He did confirm that nearly all of the authorised absence was due to Covid and that the remaining number (approx. 2% of cases) were sickness bug or similar.

Confidential discussion recorded

Governor support – JV thanked BT for the message he sent out to parents regarding punctuality on morning arrival at school. He has observed that more pupils are arriving for an 8.45am start now.

BT acknowledged this – he reiterated that school starts at 8.45am and children should be in school at that time. Ofsted will notice if pupils are still turning up at 9am.

Staffing

BT gave an update on the staffing news from the HT report. It has been challenging trying to recruit to the vacancies. One of the school admin team has resigned so BT is now recruiting to replace that staff member too.

NR joined the meeting at 7.45pm

Confidential discussion recorded

BT invited question on the HT report.

Governor comment – It is noted that the data table showing attainment for Pupil Premium and SEND pupils is very red – but they are aware that it is being addressed.

	<p>BT informed the GB that the parents evenings went very well and thanked HC for her help and assistance directing parents to the correct rooms.</p> <p><i>Governor question – on behaviour and exclusions data. Is the situation with behavioural incidences improving?</i></p> <p><u>Part of this discussion is recorded under confidential minutes</u></p> <p>BT reported that it has improved. The data for Spring term 1 shows isolated incidences with different pupils, and the same for the 1 incidence so far in Spring term 2.</p>	
6.	<p>Policies to review: <u>Cover sheet for policies</u> This was reviewed and discussed at the FRHS meeting. The purpose of the sheet is to capture the key changes of the policy and to show the implications of any equality issues. It shows that the school is making the required considerations in line with their equality policy. In addition, AM has also sent an equality impact risk assessment to BT. The governors shared their feedback and discussed where the sheet should be situated. It was agreed to include the next review date on the sheet and to keep it with the policy as the new front page. Decision made – Cover sheet adopted with proposed amendments.</p> <p><u>SEN policy</u> <i>Governor question – the policy refers to the GB having a general responsibility for SEN, but it does not state that there is a designated SEN governor.</i> There was a short discussion. The GB agreed that the wording should change to make the governor responsibility clearer. Action: Under ‘roles and responsibilities’ to change the word ‘representative’ to ‘lead governor’ and to name the lead governor alongside the SEN staff lead. Stress that the GB has general overview, but a nominated lead governor is in place. Accessibility plan – the physical aspect around school is to be assessed during the next H&S walk. This will take place on the 4th April at 5.30pm – HC is welcome to join this walk if she is available.</p> <p><i>Governor question – Have all the new staff met the SENCo?</i> BT advised that both of the new TAs have met the SENCo. The new class teacher who is due to start after Easter will have met her prior to her start date. Decision made – Policy approved</p> <p><u>Visitors in school policy</u> <i>Governor question – Escorting visitors around school, does Stonesfield do this?</i> BT replied that regular visitors (i.e. volunteers) who are fully vetted and inducted usually make their own way to the classroom they are visiting. External visitors / one off visitors are escorted around the school. In fact, all visitors have to be escorted to at least the hall due to the door security measures that are in place.</p> <p><i>Governor question – Governors have a standard DBS check but not an enhanced check. Is this satisfactory for governor monitoring visits for example?</i> BT understands that governors are with a member of staff during their visits, they don’t have unsupervised access, so he believes this is satisfactory.</p>	

	<p><u>Governor question – What is a staff suitability form?</u> BT explained that it is a self-declaration form that anyone involved with reception class children need to complete and sign as per the KCSIE guidelines. The admin team deal with this. HC advised that she is a volunteer in that class but has not been asked to complete one. Action: Staff suitability forms to be completed by all adults who are involved in Oak Class – priority (BT to speak with the admin team ASAP). Decision made – policy approved</p> <p><u>Accessibility policy</u> BT has gained information from Jane Elvidge at Oxfordshire School Inclusion Team (OXSiT) and has added a range of known disabilities to the school information. BT has not entered the date that the school has been at the current location because he does not know this. HH stated that the school moved in it’s entirety to the current location in 1986.</p> <p>BT explained that the policy has 3 aspects:</p> <ul style="list-style-type: none"> • Physical accessibility (governors monitor via H&S walks) • Curriculum access (governors monitor via SEN monitoring visits) • Written information <p>Decision made – policy approved</p> <p><u>Governor visits policy</u> BT has removed the governor visits form and replaced with the governor monitoring form. It is more appropriate for the nature of the governor visits and that governors have a specific purpose during their visits to school. There was a short discussion around highlighting governor responsibility for safeguarding in this policy. Action: It was agreed to add: “Note and report any safeguarding issues to the school”. Decision made – policy approved with amendment.</p> <p><u>Toilet policy</u> This policy has been brought about following a recent complaint by a parent. The policy has been adapted from the Bladder and Bowel Society. BT would like the correct balance between children having access for a toilet break but at the same time promoting responsibility for bodily function awareness. The governors discussed this. It was agreed that there are often good reasons why some children wish for more privacy when they go to the bathroom. If a child has an anxiety about this, they can often refuse to go at school which can end in infection and other issues. <u>Governor question – Has the school carried out a pupil voice on this subject?</u> BT has not done this so far. He did explain that there is a disabled toilet on site that offers privacy and that years 5 and 6 pupils do have access to this. If there is a particular issue for any child in school then they would be able to access this toilet also rather than the cloakroom toilets. Decision made – Policy was approved</p>	<p>BT / Admin team</p>
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7.	<p>Committee reports Finance, Resource, Health & Safety (FRHS) <i>the meeting minutes were loaded to the hub prior to the meeting</i> SC pointed out that during the FRHS meeting the members discussed the results of the anti-bullying survey but this has not been included in the minutes. COB confirmed that this was discussed and that he would add this to the minutes. SC added that the results of the anti-bullying survey have been loaded to the FRHS meeting folder for 2nd March 2022 and are available for governors to read.</p> <p>End of year budget position – BT reported that the budget is looking healthy and there may even be a surplus. Income has increase by approximately £50K due to the increased pupil numbers. Savings have also been made with recruitment of new staff to replace those who have left and were on higher pay bands. BT has been able to increase the hours for part time staff to work 2.5 days per week so that all staff are now in on a Wednesday, and they can all be present for team meetings. BT and the school bursar have made a start on the budget setting. The other discussions from the committee meeting have been covered under agenda items at this meeting.</p> <p>NR advised that she has not yet produced the terms of reference for the financial modelling exercise. She will aim to get this circulated by the end of this week. The exercise is to look at the current staffing model and carry out a costing exercise looking at different structures to help guide financial projections and future staff planning requirements for the school. BT explained that he has made a start on this. There is not a great deal of movement with the current arrangements, but some positive changes can be implemented. Action: Circulate to FRHS committee members for review (NR)</p> <p>Curriculum – <i>the meeting minutes were loaded to the hub prior to the meeting</i> There were no questions asked. BT did add that the mid-year reviews for Pupil Premium, Sports Premium and Covid catch-up programme have all taken place.</p>	NR
8.	<p>Safeguarding – Governor safeguarding training has already been discussed this meeting. HH is booked to attend Governor Safeguarding training in April. All governors are up to date and BT will prompt when training needs to be renewed / refreshed. Prevent training is something that all governors need to complete so please do this if you have not already done so. Action: Complete Prevent training if not already completed (ALL)</p>	ALL
9.	<p>Parental engagement Governors asked when parental engagement forums would take place? BT advised the board that he intends to get forums dates booked soon. The annual parent survey is usually done this time of year, so he will circulate the survey by the Easter break and then book in forum dates when he has reviewed the results. Action: Parent survey to be circulated by Easter break. (BT)</p>	BT
10.	<p>Health & Safety – including Covid-19 HH was unable to book onto the Chairs & HTs briefing last week so he missed the Covid update.</p>	

	<p>Covid cases in general are on the rise. Cases seem to be in concentrated pockets in some schools but not others.</p> <p>BT confirmed that the actions that were identified I the annual H&S audit have now all been addressed and completed. There are some potential remedial pieces of work that need to be discussed and BT will bring this to the next FRHS committee meeting.</p> <p>H&S training is up to date. The school have signed up to Smartlog – an online tool that covers the majority of training that all staff need to do. Staff are assigned the courses they need to do.</p> <p>The ash tree on school grounds has now come down on advice from a tree surgeon. The next tree survey will take place in June.</p> <p>The next H&S walk has been booked in.</p> <p><i>Governor question – Has the school carried out any Radon monitoring? A wider survey was done in the village in 2011.</i></p> <p>BT is not aware of Radon monitoring and asked what the risk is.</p> <p>The governors discussed Radon levels in the village. In 2011 certain areas of the village were identified as high risk, although in reality, high levels are recorded across the village. SC reported that her house has an extractor fitted. Governors reported they have monitoring devices that show when levels are high. There is a risk of cancer, but this is much higher risk if you are a smoker.</p> <p>HC requested that BT arranges for Radon monitoring to be done at school. SC will speak to BT in further detail about Radon in the village.</p> <p>Action: HC to send Radon monitoring firm details to BT to make arrangements.</p>	HC
11.	<p>Governing Body Business</p> <p><u>Governor training</u> HD attended benchmarking training KS has refreshed her DSL training</p> <p>HH informed the board of some ‘Taking the Chair’ sessions that are coming up.</p> <p><u>Governor monitoring</u> This has already been discussed.</p> <p><u>Staff governor vacancy</u> The Staff governor vacancy will be advertised in school again.</p> <p><u>Co-opted governor vacancy</u> An advert will be put in the next edition of the Slate newsletter. Also – if any governors know anyone who would be interested to encourage them for nomination.</p>	
12.	<p>Any Other Urgent Business</p> <p><u>A discussion has been recorded under confidential minutes.</u></p> <p><u>Food Policy</u> BT has circulated the school food policy and highlighted some areas of wording that he is proposing some changes to.</p>	

	<p>He explained that there are some inconsistencies between school dinners and packed lunches around offering / promoting healthy options.</p> <p>The school has a duty to promote healthy options and BT would like to see this for all children regardless of the lunch option they have.</p> <p>In particular squash and fruit juices / chocolate bars brought in from home need to be discouraged / not allowed. BT confirmed that there have been some comments raised about unfairness with what some children have at lunchtime.</p> <p>The Early Years sector is working hard promoting oral health and hygiene and it would be running against that good work to allow sugary drinks and snacks when the children are in primary school</p> <p>The governors discussed the subject in detail. There is support for promoting healthy options, but to get the balance right and not create a backlash with parents.</p> <p>There will be a small number of pupils for whom medical conditions will mean a particular diet is in place and allowances will of course be made.</p> <p>Governors suggested at some point to survey the parents to gain their views.</p> <p>A decision was made to amend the wording to read “Healthy drinks are promoted such as water and milk”.</p> <p style="text-align: center;">Meeting ended at 9.22pm</p>	BT
Next Governing Body Meeting: 27th April 2022		

Actions log

Meeting date	Agenda Item	Action Required	By whom	By when	Outcome
09.02.2022	2	1. Raise S106 funding at the next OCC strategy meeting. 2. Keep chasing Kevin Griffin for an answer to include confirmation of what the funds can be used for / any conditions attached.	BT BT		See notes made under agenda item 4.
09.02.2022	4	Minutes of 24.11.21 to be signed by the chair and filed at the school	HH		Completed
09.02.2022	5	Email the boiler repair quote and service contract to LD to review	BT / LD		BT emailed quote to LD. See notes under agenda item 4.
09.02.2022	5	BT will discuss rescheduling the Co Chair meeting with Joseph when he next visits the school.	BT		Completed and conversation with JR has been had.
09.02.2022	7	Complaints policy document name to be changed	BT		Completed
09.02.2022	8	Check that all governors are up to date with safeguarding training	BT		Completed – BT will remind governors when training is due.

09.02.2022	11	All governors will need to have carried out at least one visit before the Easter break.	ALL		HC has completed a SEN visit. See notes under agenda item 4.
09.02.2022	11	SC and HH will write to staff to try and promote interest in becoming a staff governor.	SC / HH		Not yet done c/f