



School Lane, Milton Heights, Oxfordshire, OX14 4DR. Headteacher: Mrs R Leach  
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**Minutes of the meeting of the Full Governing Body held on  
Tuesday 2<sup>nd</sup> February 2016 at 4.15 pm at the school**

**Present:**

Ruth Leach (**RL**) (Headteacher)  
Jane Robinson (**JR**) (Foundation) (Vice  
Chair)  
Mark Smith (**MS**) (Parent)  
Caroline Darling (**CD**) (Parent)

Carol Curtis (**CC**) (Co-opted)  
Karen Green (**KG**) (Staff)  
Richard Webber (**RW**) (LA)

**In Attendance:**

Kathy Dunmore (Clerk)  
Linda Shatford (**LS**) (Associate Member)

The meeting was quorate.

Item	Details <i><b>Governors' Challenge shown in Italics.</b></i>	Action
1.	<b>Welcome and Opening Prayer</b> JR welcomed everyone and opened the meeting with a prayer at 4.25p.m	
2..	<b>Apologies for absence</b> Were received and accepted from Kevin Moyes. Governors were advised that Helen Gray had resigned. It was agreed that <b>CC</b> would arrange for some flowers to be sent to Helen to thank her for her work.	<b>CC</b>
3.	<b>Urgent additional items – none.</b>	
4.	<b>Declaration of Interests –</b> there were no updates to the register and no declarations for this meeting.	
5.	<b>Approval of the minutes of the meeting on 1<sup>st</sup> December 2015 –</b> the minutes were agreed and signed as an accurate record of the meeting and filed in school.	
6.	<b>Matters arising not elsewhere on the agenda. Prevent Training –</b> It was confirmed that all staff had completed the training and <b>MS, CD and KM</b> had also completed it and had certificates. Other governors had read the information and were clear on their role.	

7.	<p><b>Governor Vacancies</b> – There are now two vacancies, Foundation and Co-opted. We are still advertising on School Governor One Stop Shop.  <b>Action: RL will contact a potential Foundation Governor and KG will speak to a school volunteer regarding the Co-opted vacancy.</b></p> <p><b>Succession Planning</b> – Helen had indicated that she would take over chair of L &amp; T but with Helen’s resignation it is important that we think about planning for future Committee chairs.  <b>Action: Next agenda.</b></p>	<p>RL/KG</p> <p>KD/KM</p>
8.	<p><b>Committee reports – Finance &amp; Staffing</b> – the committee has not yet met but <b>JR</b> advised that the letters regarding salaries for teaching staff had been received but not for support staff. It was agreed that the usual personalised letters would be sent to all staff.  <b>Action: JR to arrange for letters to go to staff.</b></p> <p><b>L&amp;T 19<sup>th</sup> January 2016</b> – The minutes are on GovernorHub. The meeting had discussed, in detail, the data and the assessment process. <b>RW</b> confirmed that OCC are now fully aware of the position of small schools and how this affects their data.</p> <p><b>Premises 14<sup>th</sup> January 2016</b> – The minutes are on GovernorHub. The school passed the H &amp; S audit and received a special certificate.</p> <p><b>Community 7<sup>th</sup> January 2016</b> – The minutes are on GovernorHub and updates are dealt with under the next item.</p> <p><b>Expansion of the school</b> – It was confirmed that planning permission had been granted for over 100 houses and this will be enough for the school to expand to half form entry. The houses that have already been built have received information about the school.  The latest plans from the architects were tabled, three versions have already been rejected and there are still issues with the latest plans. Maple class is not big enough, there is loss of storage but all alternatives suggested come back to cost as there is no money available. Governors questioned the toilet facilities and assurance had been given that there is enough provision but there were concerns that staff and children should not be using the same toilets.</p> <p><b>Action: Governors to email RL by 9<sup>th</sup> February if they have any further suggestions regarding amendments to the plans.</b></p>	<p>JR</p> <p>All Gov’s</p>
9.	<p><b>HT Report</b> – The report is on GovernorHub. <b>RL</b> updated governors on the latest staffing position and the plans in place to cover the vacancy as there is a strong possibility that the post will not be filled until September.  The staff have been fantastic and supportive in working together to solve the problem temporarily.  <i>Q. Is it possible for staff to move on to the SENCo role?</i>  <i>A. Yes it is possible but the training is very expensive now.</i>  <i>Support for the SENCo role is being considered but again this is expensive and Governors were concerned about the amount of work <b>RL</b> is doing.</i></p>	

	<p>The achievement had been covered in detail at the last L &amp; T meeting. Governors questioned the cost of the swimming teacher as £500 seemed very expensive but they were advised that swimming is now run by the pool and not OCC. The number swimming has been reduced as the ratio has changed and school staff are not allowed to teach swimming. The cost covers a number of additional things e.g insurance.</p> <p>The numbers in Breakfast Club have increased and governors were pleased that the risk involved with continuing this had paid off especially as several Pupil Premium children benefit from it. We will need to also consider After School provision.</p> <p>Attendance – Q. <i>Is there a reason why the attendance in Oak class is low?</i>  A. <i>There are a number of sick children in that class, particularly with asthma.</i></p> <p>Governors felt that parents should be encouraged to get their children to attend school and if they were not well then the school would send them home. Holiday requests had reduced and attendance for Pupil Premium and SEN children was good.</p> <p><b>SVM Updates</b> – these are on GovernorHub together with <b>SMSC events</b>. Governors were surprised at the number of events that had been covered. Abingdon Partnership Heads had met and were advised that OCC cuts were now predicted to be £70m, the future was looking grim and only statutory things would be available for schools.</p> <p>There had been a Compliance Course with Carillion and a number of items previously covered by Carillion now have to be funded and completed by the school. Risk assessments and insurance cover now have to be in place for any work done in school.</p> <p><b>Sports Funding reports</b> – The reports are on GovernorHub and the latest reports are now on the website.</p>	
10.	<b>Academy Update</b> – Heads had been advised that all schools in Oxfordshire would be required to be academies by 2020.	
11.	<b>Safeguarding and Ofsted checklist</b> – this was passed to <b>JR</b> and will be completed by <b>JR and RL</b> . <b>Action: JR and RL to complete the checklist.</b>	<b>JR/RL</b>
12.	<p><b>Governor Healthcheck</b> – The clerk advised that this was a Self-Evaluation exercise for the Governing Body. The previous responses that were amber had been circulated and each section was reviewed and updated. It was felt that the areas that needed improvement should be on the Governance Section of the School Vision Map so that we can move to ‘green’ in all areas. Confirmation is needed as to who is responsible for each area and if it should be delegated to committees.</p> <p><b>Action: Monitoring of the Governance Section of the SVM to be on the next agenda.</b></p> <p>It was noted that the incorrect letterhead is being used for agendas and minutes. <b>Action: RL to forward new letterhead to clerk.</b></p>	<b>KD/KM</b>  <b>RL</b>
13.	<b>Governor Visits and monitoring</b> – all the monitoring reports are on GovernorHub together with the report from the School Improvement Leader which was a very positive report.	

14.	<b>Governor Training – CD</b> had completed H & S awareness course and the records had been updated.	
15.	<b>Visits Policy –</b> this had been looked at in detail at L & T committee and was agreed with a minor amendment.	
16.	<p><b>Items for next meeting –</b> Budget, succession planning and Governors' section of the SVM.</p> <p>There being no further business the meeting closed at 6p.m</p> <p><b>Date of next meeting – 26<sup>th</sup> April 2016 (apologies from RW)</b></p>	