



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 12th July 2016 at 4.30 pm at the school**

Present:

- Ruth Leach (**RL**) (Head teacher)
- Jane Robinson (**JR**) (Foundation)
- Mark Smith (**MS**) (Parent)
- Caroline Darling (**CD**) (Parent)
- Karen Green (**KG**) Staff
- Kevin Moyes (**KM**) (Co-opted) Chair
- Carol Curtis (**CC**) (Co-opted)

In Attendance:

- Kathy Dunmore (Clerk)
- Linda Shatford (**LS**) (Associate Member)
- Liam Tremayne-Reichsburg (Prospective governor)
- Sarah Metcalfe (Prospective Clerk)

The meeting was quorate.

Item	Details	Action
<i>Governors' Challenge shown in Italics.</i>		
1.	Welcome and Opening Prayer KM welcomed everyone, particularly Liam who is interested in becoming a governor and Sarah who is to be the new clerk. JR opened the meeting with a prayer.	
2.	Apologies for absence - were received and accepted from Richard Webber.	
3.	Urgent additional items – none.	
4.	Declaration of Interests – All governors updated their declarations for the next academic year and the forms are held in school.	
5.	Approval of the minutes of the meeting on 26th April 2016 – the minutes were agreed and signed as an accurate record of the meeting and filed in school.	
6.	Matters arising not elsewhere on the agenda. a. Flowers for Helen – Helen has now moved so this was not possible. A gift had been given to Caroline in recognition of all her work this year including adjusting to new ways of working	

	<p>under the IBC.</p> <p>b. Letter to the Diocese – KM wrote to the Diocese as agreed, a reply was not received but a visit has now taken place.</p>	
7.	<p>Governor Vacancies – Foundation Governor – the suggestion at the recent SIAMS Inspection was that all governors on the Governing Body should take responsibility for this area any way and so governors should not see a vacant Foundation vacancy as a negative thing. It has not been possible to appoint a Foundation Governor.</p> <p>Co-opted Governor – Liam Tremayne-Reichsburg had applied to become a Co-opted Governor and his letter of interest had been circulated to governors prior to the meeting. Governors were pleased to welcome him and he was duly appointed.</p>	
8.	<p>Committee reports – Finance & Staffing JR advised that the budget had been approved.</p> <p>Confidential item – please see separate minute.</p> <p>L & T Committee – 28.6.16 – the minutes are on GovernorHub. The meeting had looked in detail at the evaluation of the School Vision Map (SVM) and also at the draft 2016/7 SVM.</p> <p>Premises and Community – 26.5.16 and 30.6.16– the minutes are on GovernorHub. There had been issues with the TACO for the minibus, this has now been completed. The hours audit for staff had been completed with a suggestion that RL works from home once every three weeks, this will be monitored.</p> <p>Expansion of the School OCC have now authorised the expansion to ½ form and one form entry. The plans for ½ form entry are moving forward and they are looking at starting after Christmas with the one form work starting in September 2017 but this will depend on the situation with the land. A meeting with the builders is taking place tomorrow (13th July).</p> <p><i>Q. The Community minutes suggested that the prospectus should be put on hold but it is important that there is something available giving details of the expansion because if there is a lack of information potential families may make the wrong assumptions.</i></p> <p><i>A. We can look at this again and perhaps put more information on the expansion on the website.</i></p>	
9.	<p>Head teacher’s Report – the report is on GovernorHub.</p> <ul style="list-style-type: none"> • There are some potential movements with families that may take place shortly. The number for September is 65. • We now have a waiting list. There will be 12 new children in reception and this is now full. • We have two successful Educational Health Care Plans in the pipeline. 	

	<p>One has been accepted and the County Council will be responsible until they are 19.</p> <ul style="list-style-type: none"> • Staffing – a new TA has been appointed. • KS2 results were as expected and as previously discussed with governors. 28% achieved ‘expected’ in all areas. The National figure was 53% and the Floor Standard is 65%. (each child counts as 14%) • Questions will be asked but we can justify the data using the individual narratives for the children. <p><i>Q. Have we learnt anything for next year in terms of supporting current year 5s?</i></p> <p><i>A. We did well in SPAG and so will draw learning from here.</i></p> <p><i>Q. Were the papers like the trial papers that had been sent out?</i></p> <p><i>A. Yes, they were very hard.</i></p> <p>At the moment we do not have progress data, this should be available in September.</p> <p><i>Q. Is there anything we could do differently?</i></p> <p><i>A. We plan to teach Maths next year as YR5 and 6 not 4,5,6 . The staffing situation will be better and this should resolve some of the issues.</i></p> <ul style="list-style-type: none"> • The sports funding has been very successful, the children are fitter, more competitive and more engaged. <p><i>Q. Do you receive enough support from Social Care?</i></p> <p><i>A. It is very patchy. We have 10% of our children on the Child Protection register, which is high. There should be a named person from Social Care for each school but staff keep changing.</i></p> <p>A governor who attended Sports Day reported that it was great to see so many children so enthusiastic about taking part.</p> <p>Reflections – RL had circulated a document on her reflections of the past year. It was an open and honest review; it had been a good but challenging year.</p> <p><i>Q. Regarding the staffing problems and RL having to teach would you do anything differently?</i></p> <p><i>A. There was no choice, I had to step up.</i></p> <p>RL was thanked for her reports.</p> <p>SMSC events – the list of events was on GovernorHub. Governors felt that the list was amazing as so much had been done.</p> <p><i>Q. How do these events come about, are they pre-planned?</i></p> <p><i>A. Some are but other opportunities just come up and we try and offer a range of people for the children to meet.</i></p>	
10.	<p>SVM Including Governance Review – the documents are on GovernorHub. The draft had been updated as a result of the data.</p> <ul style="list-style-type: none"> • Maths will be a focus; a new scheme of work is going to be trialled including teaching following the Asian style which many other schools are doing. The method lends itself to maths and outcomes are very 	

good. The Maths coordinator carried out research into this and proposed it

- Speaking and Listening – understanding of language is an issue for some children and they have limited vocabulary.
- Outcomes for vulnerable groups – EAL, SEND, Pupil Premium and possibly gifted and talented.
- Quality of Teaching, we will be looking at Growth Mind-set and effective learning.
- Leadership and Management – will be focussed on middle leaders and various projects. The awards as a result of these projects will be built into the staffs' appraisal after September.
- We are aiming to have 'outstanding' SIAMS in 2 years.
- We would like a lead governor for each area.
- Operational plans are now being written.

RL was thanked for her work on this and RL and LS were thanked for the work they had done on the evaluation for 2015/16.

SVM Governance Review – the summary of the responses was on GovernorHub.

The responses were mixed although some areas were common which were:-

- We are very good at working with HT to develop the SVM, planning governor work including monitoring around it and sharing outcomes with the HT.
- Concerns over governor vacancies.
- More work needs to be done on communication and the understanding of governors within the community.
- Lack of ability to achieve succession planning
- Even workload splits for governors.
- We are not as resilient to change as we should be.
- No long term plan (5yrs plus). Although being worked on.
- Need to get better at systematically reviewing our own performance and impact.

There were no surprises with the responses but this feeds on to the next item which was the proposal for Governance without Committees.

There had been an article in the NGA magazine about schools that had successfully done this and a document had been produced by LS which was on GovernorHub. This gave a suggested plan to restructure the governing body which would meet monthly as a FGB but no committee meetings with lead governors for each area plus an assistant. It was felt that this would make us more effective and strategic and would help with succession planning and the other areas above. The plan was discussed at length but there were concerns around terms of reference and how to ensure that all areas of responsibility are covered as well as the pace this seemed to be going at.

It was agreed that the chairs of the current committees with the Chair of Governors and the Clerk would meet on 15th September at 3.30p.m when

**MS,JR,KM
LS,RL**

	more information would be available on Terms of Reference etc and a proposal (including pre-agreed success criteria) could be brought to the FGB on 4th October 2016. It was agreed that if the proposal went ahead it would be trialled and then evaluated for impact.																									
11.	<p>Governors' Report to Parents – the report was on GovernorHub. LS,RL and KM were thanked for preparing the report.</p> <p>There were some concerns that it was not all in plain English and KM will change these areas before it is sent out.</p> <p>Governors' Welcome Message – this will be sent out at the start of next term in the newsletter.</p>	<p>KM</p> <p>KM</p>																								
12.	Academy update – The Partnership are now actively looking at this with all seven schools involved. It is important that we have a set of questions to ask at presentations by Trusts and that we are sure that we know what we want from an Academy Trust. It is important that we have a lead person on Academies.																									
13.	<p>Safeguarding – DBS checks – Liam will need a DBS check.</p> <p>Prevent training- Would all governors ensure that they have completed Prevent training and that their certificate is in school.</p> <p>The training link is below.</p> <p>http://course.ncalt.com/Channel_General_Awareness/01/index.html</p>	<p>Liam</p> <p>All Gov's</p>																								
14.	<p>Pupil Premium and Sports Funding – the full Pupil Premium report will be completed when all the data is available and available for the first FGB meeting.</p> <p>The Sports Funding is covered in the Head Teacher's Report and has had a massive impact.</p>	RL																								
15.	<p>Governor Monitoring Visits – the reports are all on GovernorHub.</p> <table border="0"> <tr> <td>20.4.16</td> <td>Red Dragon</td> <td>CD</td> </tr> <tr> <td>29.4.16</td> <td>BOBs</td> <td>CD</td> </tr> <tr> <td>11.5.16</td> <td>SATs</td> <td>LS</td> </tr> <tr> <td>23.5.16</td> <td>Transgender</td> <td>LS/MS</td> </tr> <tr> <td>8.6.16</td> <td>School Expansion</td> <td>MS</td> </tr> <tr> <td>13.6.16</td> <td>Red Dragon</td> <td>CD</td> </tr> <tr> <td>14.6.16</td> <td>BOBs</td> <td>CD</td> </tr> <tr> <td>29.6.16</td> <td>T.A Shortlisting</td> <td>KM</td> </tr> </table>	20.4.16	Red Dragon	CD	29.4.16	BOBs	CD	11.5.16	SATs	LS	23.5.16	Transgender	LS/MS	8.6.16	School Expansion	MS	13.6.16	Red Dragon	CD	14.6.16	BOBs	CD	29.6.16	T.A Shortlisting	KM	
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16.	Governors training update – Governors returned their skills audit and KM will analyse for discussion and development planning in September – also linked to Governance with Committees work. Governors reported that the session on Transgender was very good and clearly demonstrated our values and ethos.	KM																								

17.	<p>Policy review – the following policies were on GovernorHub and were all approved.</p> <p>Data Protection Charging and Remissions Freedom of Information Equality Policy and Plan</p> <p>There was a query on the policies list that the First Aid policy was out of date. RL will look at this and update it.</p>	RL
18.	<p>Appointment of Chair – the clerk took the chair for this item.</p> <p>Nominations had been received for KM to be chair. There were no other nominations from the meeting. KM left the meeting. Governors approved the appointment of KM as the chair of governors for the next academic year and he returned to the meeting.</p> <p>Appointment of Vice Chair – JR had been nominated as vice chair. There were no further nominations and JR was duly appointed as vice chair for the next academic year.</p>	
19.	<p>Committee membership – this item was deferred until further discussions have taken place regarding the restructuring of the governing body.</p> <p>Re-appointment of LS as Associate Member – Governors approved the appointment of LS as an Associate Member for one year with no voting rights.</p>	
20.	<p>Approval of the Code of Conduct and Standing Orders – both documents were on GovernorHub. The Code of Conduct was approved. The only change to the Standing Orders was the name of the clerk. The Standing Orders were approved.</p> <p>Delegation Planner – there were concerns that the dismissal of the Head could be delegated. The planner will be looked at in relation to the proposal on Governance without Committees when the Chairs meet.</p>	KM
21.	<p>Items for the next meeting:-</p> <ul style="list-style-type: none"> • Restructuring of the Governing Body • Meeting dates • SVM • SEF • Long Term Plan • Expansion • Annual Safeguarding Report and Anti Bullying report. <p>There being no further business the meeting closed at 6.30p.m</p> <p>Date of next meeting – 4th October 2016 at 4.15p.m</p>	