

## ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL

The Green, Cassington, Witney, Oxon, OX29 4DN

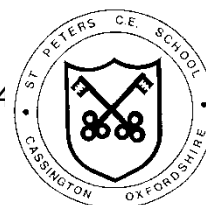
E-mail: office.3651@st-peters.oxon.sch.uk Tel: 01865 8804

Web-Site: www.st-peters.oxon.sch.uk

Headteacher: Mr Jon Jeffries

Registered in England and Wales

Company number 07939655



### LOCAL GOVERNING BODY MEETING

Wednesday September 18th, 2024, 6.30 p.m. at school

Please read papers in advance of the meeting

For circulation to all Governors

<b>Foundation Governors</b> Helen Barr Rev. Duncan Fraser Iain Horner Jan Macdonald Dr James Paulin Lucy Newton	<b>Co-opted Governors</b> Anne Armitage
<b>Staff Governor</b> Michelle Glass  <b>Headteacher</b> Jon Jeffries <b>In Attendance</b> Jonathan Smith OCC Governor Services	<b>Parent Governors</b> Edward Black Matthew Dixon

### AGENDA

ITEM	TITLE	TIME
1.	<b>Apologies for absence and welcomes.</b>  Colleagues welcomed Michelle Glass (Staff Governor) to the Board. Michelle is Assistant Head with responsibility for data, safeguarding and attendance and is most welcome. Apologies were received and accepted from Duncan Fraser and Ed Black.	
2.	<b>Completion on annual Declaration of Pecuniary Interest and KCSIE statements.</b>  JS encouraged colleagues to update their profiles on GovernorHub. He asked them to update their pecuniary interest details (interests) and confirm the two declarations (KCSIE and debarring). JS explained that he intends maintaining a file of all Prevent and Cyber Safety certificates.	
3.	<b>Approval of Minutes of LGB meeting held on July 10<sup>th</sup>, 2024</b>	

	The minutes of the LGB meeting held on July 10 <sup>th</sup> , 2024, were approved by Governors.																
4	<b>Actions Arising from FGB meeting on July 10<sup>th</sup>, 2024</b>																
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### SCHOOL IMPROVEMENT

5.	<p><b>PREVENT DUTY/ HEALTH &amp; SAFETY/SAFEGUARDING</b></p> <p>A parent emailed JJ during the holiday, concerned about potential illegal access to school, following the tragedy in Southport. JJ met with the parent, and they toured the site together. The parent was reassured that, although the school grounds are impossible to secure, security of the main building is robust. Moreover, lockdown arrangements and procedures ensure that interlopers cannot enter the site undetected. The parent was satisfied.</p> <p>JJ added that EPA <a href="#">facilities team</a> <del>has</del> <u>have</u> agreed that windows will be made more secure before the summer.</p>
6.	<p><b>6.1 Headteacher's Report</b></p> <p>JJ Presented the Autumn 2024 Headteacher's Report. Key issues include:</p>

- There are 99 children on roll. At the end of the summer term 2024, 114 children were on roll. The September 2024 Year 6 class is smaller than the September 2023 Year 6 class.
- 6 children have joined the school, and one has left
- Attendance is 97.3% with SEN attendance an excellent 96.8%
- There are 10 SEN children and 12 Pupil Premium children on roll.
- There have been no behavioural incidents to report
- The school has 2 looked after children (CWCF)
- Mia Ryan has joined the school to teach year 3 and 4 and Michelle Glass has been appointed Assistant Headteacher.
- This term's value is 'respect'.

## 6.2 Pupil progress and attainment data.

JJ shared EPA attainment and progress data with Governors

	% reaching expected level or greater in Reading	% reaching expected level or greater in writing	% reaching expected level or greater in mathematics
KS2			
St Peter's	94	78	89.73
EPA	83	80	83
National	74	72	73.89
KS1			
St Peter's	85	85	77
EPA	87	82	88

The Phonic 'pass' percentage is 85% for EPA and 78% for SPPS.

## 6.3 Any Premises or Finance issues?

The latest Budget information was circulated to Governors before the meeting. The 2023-4 Revenue Balance is £55.7K and a balance of £100.8K is expected in 2024-5 and £120.4K in 2025-6. The budget is based upon consistent pupil numbers and a stable teaching staff. There is £14.1K in the capital budget.

## 6.4 School Development Plan and SEF and monitoring arrangements

JJ Presented a Draft School Development Plan. Key issues include:

Aspirational targets.

- 95% whole school attendance.
- EYFS good level of development 80% (was 88% in 2023-4)
- KS1 phonics (Year 1) 'pass' 90% (was 78% in 2023-4)
- KS1 SATs (Year 2) Combined score in reading writing and maths 80% (77% in 2023-4)
- MTC (Year 4) scoring 20+
- KS2 SATs (Year 6) Combined score in reading writing and maths 80% (78% in 2023-4)

The Development areas are:-

	<ul style="list-style-type: none"> <li>• to support new staff so that the school to maintains high expectations and standards</li> <li>• To continue to embed Maths Mastery across the school with a particular focus on KS1</li> <li>• To continue to monitor Read, Write, Inc to ensure continual best practice is being followed</li> <li>• To consider broad e-safety issues and usage of social media</li> <li>• To promote an improvement in SEN writing</li> </ul> <p>Governors spent some time discussing online safety and the impact of online activity on children’s mental health. There is a view that children are now overprotected in many aspects of their development but under protected on-line and that overexposure to social media can create anxiety, low self-esteem and inhibit social interaction. JJ explained that he felt it was necessary to make a significant intervention in this regard but is unsure what format this might take. There is a danger that messages from school regarding cyber safety can be ineffectual and ‘preach to the converted’. Practical ideas generated by the discussion included:</p> <ul style="list-style-type: none"> <li>• An anonymous pupil survey regarding internet use and sites visited. The results of this could be the catalyst to engage parents.</li> <li>• Staging a 1960s week. The school would organise a 1960s week where children play, dress, learn and interact as they had in the 1960s when the school first opened (in an internet free environment)</li> <li>• A parent information evening led by a leading high-profile psychologist. This could reinforce the dangers of inappropriate internet exposure.</li> <li>• Promoting a school-wide ‘internet diet’.</li> <li>• Establishing a parent/teacher/Governor working group to develop an effective cyber safe strategy.</li> </ul> <p>MG explained that a revised version of the OCC SEN initiative will be employed at school this year. There will also be a focus on writing, particularly in Years 3 and 4, with a focus on basics and sentence construction.</p>	JJ
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**COMPLIANCE**

7.	<p><b>COMMUNITY UPDATE (to include update on swimming pool reopening)</b></p> <p>There were no new issues to report.</p>	
8.	<p><b>POLICIES TO BE REVIEWED</b></p> <p>Governors adopted the following EPA policies:</p> <p>Paternity Leave Policy 2024  EPA Safeguarding Policy 2024  Managing Sickness and Absence Policy 2024  EPA Appraisal Policy for Teachers and Headteachers 2024  EPA Curriculum Statement  Emergency, Discretionary and Special Leave Policy 2024  EPA Flexible Working Policy 2024</p>	

9.	<p><b>GOVERNING BODY BUSINESS</b></p> <p><b>Confirmation of lead Governor roles 2024-5</b></p> <table border="1" data-bbox="199 302 1369 761"> <tr><td>Health and Safety Lead Governor</td><td>Ed Black</td></tr> <tr><td>Safeguarding Lead Governor</td><td>Jan MacDonald</td></tr> <tr><td>Inclusion and Attendance Lead Governor</td><td>Jan MacDonald</td></tr> <tr><td>ICT and Cyber-safety Lead Governor</td><td><a href="#">James Paulin</a></td></tr> <tr><td>Whistleblowing Governor</td><td>Anne Armitage</td></tr> <tr><td>Sustainability Governor</td><td>Vacant</td></tr> <tr><td>SIAMS Lead Governor</td><td>Duncan Fraser</td></tr> <tr><td>Pupil Premium</td><td>Jan MacDonald</td></tr> <tr><td>Maths</td><td><a href="#">Anne Armitage</a>, <a href="#">Iain Horner</a>, <a href="#">Matt Dixon</a></td></tr> <tr><td><a href="#">English Literacy</a></td><td>Ed Black</td></tr> <tr><td>Swimming/PE</td><td>Iain Horner</td></tr> </table> <p><b>Parent Governor recruitment</b> The recruitment of a Parent Governor is underway. There are several potential candidates.</p> <p><b>Chair and Vice-Chair Succession Planning</b> These discussions will continue during 2024-5. Job descriptions of both roles are on GovernorHub.</p> <p><b>Publish list of Governors on website and ensure that all website content is up-to-date</b> JS will review the information online before the next meeting</p> <p><b>Approval of Code of Conduct</b> Governors adopted the NGA Code of Conduct, and all agreed to the requirements.</p> <p><b>Any other Governor Business</b> JJ confirmed that the monitoring window in the autumn term will be 7<sup>th</sup> October to the 14<sup>th</sup> of October 2024. The monitoring window in the spring term will be 24<sup>th</sup> February to the 3<sup>rd</sup> March 2025.</p>	Health and Safety Lead Governor	Ed Black	Safeguarding Lead Governor	Jan MacDonald	Inclusion and Attendance Lead Governor	Jan MacDonald	ICT and Cyber-safety Lead Governor	<a href="#">James Paulin</a>	Whistleblowing Governor	Anne Armitage	Sustainability Governor	Vacant	SIAMS Lead Governor	Duncan Fraser	Pupil Premium	Jan MacDonald	Maths	<a href="#">Anne Armitage</a> , <a href="#">Iain Horner</a> , <a href="#">Matt Dixon</a>	<a href="#">English Literacy</a>	Ed Black	Swimming/PE	Iain Horner	<p>JMa</p> <p>JS</p>
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10.	<p><b>Any EPA meetings and developments to share with Governors.</b></p> <p>AA Confirmed that the annual EPA strategy meetings will take place on Tuesday 22<sup>nd</sup> October 2024 6.30-8.30pm and <del>Wednesday 6<sup>th</sup> November 2024 6.30-8.30pm.</del></p> <p>The Finance &amp; Resources Committee will meet on Thursday 21<sup>st</sup> November</p>																							
11.	<p><b>ANY OTHER URGENT BUSINESS</b></p>																							

	<p>School ICT monitoring and filtering requirements are set out in KCSIE and other DfE documents. SPPS has commissioned ICT123 to provide the necessary equipment and platforms to meet this specification. The system uses SECURAS and school is pleased with the results. Inappropriate activities (and ‘false alarms’) are identified and communicated to the leadership team immediately and staff are confident that the system keeps children safe. However, JP has found some additional security requirements in the DfE documentation and a meeting between school staff and ICT 123 officials has identified several features that are currently absent. For example, the documents state that the filters should be able to identify inappropriate searches in a foreign language. JJ has met with fellow EPA Headteachers to share these concerns and the Trust have committed to take this issue forward on behalf of all EPA schools. JJ has also contacted the owner of ICT 123 and asked for clarity.</p> <p style="color: green;">Governors confirm that they have full confidence in the existing monitoring and filtering capacity at the school and consider current arrangements to be compliant with DfE requirements. They understand that JJ and his team are diligent, alert and committed to keeping all children safe from threats when online.</p>	
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<b>NEXT MEETING</b>			
Date	Start	End	Committee
Wed 6 Nov 2024	18:30	20:30	First Monitoring Visit Focus
Wed 15 Jan 2025	18:30	20:30	AP1 Pupil Attainment and Data Focus
Wed 19 Mar 2025	18:30	20:30	Second Monitoring Visit Focus
Wed 7 May 2025	18:30	20:30	AP2 Pupil Attainment and Data Focus
Wed 2 Jul 2025	18:30	20:30	AP3 Pupil Attainment and Data Focus

### **Actions from this meeting**

Item 9	Parent Governor election	AA/JJ
Item 9	Confirmation of website compliance (Governors section)	JS
Item 11	Update - ICT screening and monitoring arrangements	JP/JJ
Item 9	Audit of Safeguarding certificates	JS/EL