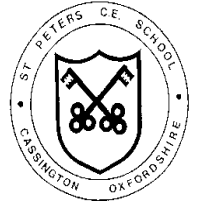




ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL
 The Green, Cassington, Witney, Oxon, OX29 4DN
 E-mail: office.3651@st-peters.oxon.sch.uk Tel: 01865 880443
 Web-Site: www.st-peters.oxon.sch.uk
 Headteacher: Mr Jon Jeffries
 Registered in England and Wales
 Company number 07939655



LOCAL GOVERNING BODY MEETING
Wednesday July 10th 2024 starting at 5.30pm at school
 Please read papers in advance of the meeting

For circulation to all Governors

Foundation Governors Helen Barr Rev. Duncan Fraser Jan Macdonald (Vice-Chair) James Paulin Lucy Newton	Director Appointed Governors Anne Armitage (Chair) Iain Horner
Staff Governor Rob Miles Headteacher Jon Jeffries In Attendance Julie Carvell, OCC Governor Services	Parent Governors Edward Black Matthew Dixon

MINUTES

Note: Ahead of the meeting but after the agenda had been despatched it had been agreed to condense the meeting, focussing on Assessment data and other urgent items only. The remaining items would be deferred to the first meeting next term. The time was also brought forward to 5.30 pm.

ITEM	TITLE	ACTION
1.	Apologies for Absence, Welcome, Quoracy The meeting opened at 5.30 pm. The chair welcomed JC to the meeting who would be standing in for JS. There were round the table introductions. RM led the opening prayer. AA queried whether governors wished to stick to a start time of 6.30 pm for governor meetings going forward. See item 12.	
2.	Pecuniary Interests to declare There were none arising from any items on the agenda for this meeting.	



3.	Approval of minutes of meeting held on 1st May 2024 Item 5 Prevent Duty/Health & Safety/Safeguarding, p.2: Sentence beginning: "The visit established that systems are in place". The rest of that sentence to be deleted (as clarity needed re effectiveness). Otherwise, the minutes were signed off by AA as an accurate record of the meeting.													
4.	Actions Arising from the minutes of the Meeting on 1st May 2024 <table border="1" data-bbox="264 745 1281 1308"> <tr> <td data-bbox="264 745 424 1043">Item 4</td> <td data-bbox="424 745 1126 1043">Content of summer Governor newsletter to be confirmed by colleagues - Emily will add to the end of term summer newsletter. Some final tweaks made, please look (in the folder for this meeting on Governor Hub) and feed back. MD happy to help with final version; please respond to him/AA by lunchtime on 18th July.</td> <td data-bbox="1126 745 1281 1043">All Govs</td> </tr> <tr> <td data-bbox="264 1043 424 1122">Item 5</td> <td data-bbox="424 1043 1126 1122">Outcome of Cyber Security Audit - deferred to next meeting.</td> <td data-bbox="1126 1043 1281 1122">JP and JJ</td> </tr> <tr> <td data-bbox="264 1122 424 1234">Item 6.1</td> <td data-bbox="424 1122 1126 1234">Next parent survey to have questions relating to a theme - homework? Deferred to next meeting.</td> <td data-bbox="1126 1122 1281 1234">JJ/AA</td> </tr> <tr> <td data-bbox="264 1234 424 1308">Item 9</td> <td data-bbox="424 1234 1126 1308">Health & Safety Audit Feedback - See item 5, p.4 below.</td> <td data-bbox="1126 1234 1281 1308"></td> </tr> </table> <p data-bbox="264 1346 1281 1491"> Item for attention by 31st July 2024: JC highlighted the requirement for the PE/Sports Premium report to be shared with governors and uploaded to the school's web-site by 31st July. It was noted that this is in hand. </p>	Item 4	Content of summer Governor newsletter to be confirmed by colleagues - Emily will add to the end of term summer newsletter. Some final tweaks made, please look (in the folder for this meeting on Governor Hub) and feed back. MD happy to help with final version; please respond to him/AA by lunchtime on 18th July.	All Govs	Item 5	Outcome of Cyber Security Audit - deferred to next meeting.	JP and JJ	Item 6.1	Next parent survey to have questions relating to a theme - homework? Deferred to next meeting.	JJ/AA	Item 9	Health & Safety Audit Feedback - See item 5, p.4 below.		JJ
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SCHOOL IMPROVEMENT														
6.2	AP3 Data: AP3 pupil progress and attainment data. Documents on Governor Hub: <ul style="list-style-type: none"> • Percentage of children across St. Peter's making expected progress across R/W/M at AP points • Maths data AP3 2023 vs AP3 2024 • Reading at St. Peter's • KS2 SATs headline data results St. Peter's 2023-24 • St. Peter's AP3 Data Report 2023-24 with RSL Notes* <p>* Mainly focusing on this document at the meeting.</p> <p>RM advised that his presentation is based on documents submitted plus some other others that are not on Governor Hub. The following key headlines were noted:</p>													



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- Attendance: At 95.1%, (whole school), this is better than the national average. Data for persistent absence is also better than n.a.
- KS1 and KS2 Progress Overview: Expected or higher progress data at 82.1% which was welcome news.
- KS2 data (received yesterday): Similar picture to last year for Year 6, at just under 78% at expected + for Combined Reading/Writing/Maths (CRWM), and just below 17% for greater depth CRWM. Next year's cohort is on track for similar results.
- Maths: Results are fantastic across the Trust, bearing out the success of Maths Mastery in terms of performance above n.a. for ARE.
- Average Scaled Scores: These have gone up for this year, with this school having the joint highest averages for Reading, Maths and (possibly - though this data not shared across the Trust), SPaG.
- Multiplication Data: Highest average mean score for Year 4 at 24.5:25! **Congratulations to EWS for her hard work here.**
- Year 4 CRWM at expected + was commended at 100%!
- Early Years Data: GLD at 88%, the joint highest in EPA!
- Reading: Data is strong across EPA.

Challenges noted (including strategies to address in RM's report):

- Year 3: Whilst results have improved Year 3 was noted to be struggling across the Trust. **Thanks again to EWS for her hard work in raising outcomes for this year.** Mentor support will be offered to the new teacher in this class.
- Year 4: Work needed re Greater Depth.
- Year 5: A slight dip in results was noted which will show in AP1 data.
- Phonics: 1% below n.a. Looking to keep parental support on track with this.
- Writing: More of a challenge - much depends on the maturity and reading age of the child. Governors agreed that acknowledgement should be made to the pupils who are working hard to get to where they need to get to and are just on the cusp.
- Greater Depth data (Year 6): EPA is working towards a Trust-wide target of 40% here. Governors discussed how realistic this is, noting that the closest school to achieving this is at 25% and there are other, individual demographic factors to take into consideration too.



	<p>In terms of data tools, JJ advised that the school will be swapping to <i>Hello Data</i> which should work better than <i>Target Tracker</i>. There was a discussion about scaling scores and the methodology for these, with more marks needed to achieve between 95 and 99, compared with higher up the scoring system. Governors also noted how well St. Peter's has done during and since the Covid pandemic, with on-line teaching taking place in a timely way from the beginning of school closures, and subsequent results reflecting this in a positive way. RM advised that regular snapshots are completed and pupils are aware of roughly where they are in their academic journey. AA commended the positive results and asked that this be passed on to staff with thanks for their hard work. This was strongly endorsed by governors.</p>	
5	<p>HEALTH AND SAFETY</p> <p>Governors noted that the H&S audit was very favourable; no significant issues and three tolerable risks which are in hand. The report will be uploaded to the folder in Governor Hub for this meeting. Action: JJ.</p>	JJ
6	<p>HEADTEACHER'S REPORT</p> <p>6.7 (Additional Item): Thanks to Rob Miles, AHT/Leadership for 2024/25 - JJ thanked Rob for his hard work over the past three years, acknowledging the excellent systems he had put in place. This was echoed by AA on behalf of the Governing Body, also for his hard work as a Staff Governor. A card and gift were presented to RM. RM thanked JJ and the Governing Body, commending the good balance of support and challenge received, plus the excellent support he had also received from Ofsted and SIAMS, which taught him a lot!</p> <p>Leadership Plans for 2024/25: Responding to a governor question re Executive Leadership plans for next year, JJ advised that he would be working 60% at STP and 40% at Fritwell. JJ will lead on data for this year and would provide support to Michelle who would lead on this from 2025/26.</p>	
9	<p>GOVERNING BODY BUSINESS</p> <p>9.2 Terms of office ending, recruitment and succession planning: 9.2.1 ELECTION OF CHAIR</p> <p>After due process AA was re-elected as Chair of Governors for one year. Governors thanked Anne for all she had done to date.</p>	



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Actions from this meeting

Item	Title	Action
4	Minutes of meeting on 1 st May: <ul style="list-style-type: none"> • Governors' Summer Newsletter. Feedback to MD/AA by 18.07. • Outcome of Cyber Security Audit; • Parents' Survey: Next survey to have questions relating to a theme eg Homework. Additional Item: PE/Sports Premium Report: To be shared with governors and uploaded to the school's web-site.	All/MD,AA JP and JJ JJ and AA JJ
5	Health and Safety: JJ to upload the Audit report to Governor Hub.	JJ
9	Governing Body Business 9.2.1 and 9.2.2 Election of Chair/Vice-Chair: JS to add Succession Planning to next agenda and forward summary of roles of both. 9.1 Training Requirements: JS to add summary of Safeguarding requirements to the agenda (and outstanding training)	JS JS
12	Dates of Meetings (Timing) Review of start time of meetings.	AA