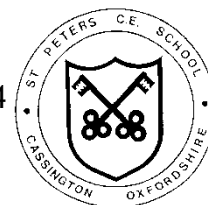




ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL
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A G E N D A

LOCAL GOVERNING BODY MEETING

Wednesday **September 20th, 2023**, starting at 6.30 pm at school
 Please read papers in advance of the meeting

For circulation to all Governors

Foundation Governors Helen Barr Rev. Duncan Fraser Iain Horner Jan MacDonald James Paulin Lucy Newton	Co-opted Governors Anne Armitage
Staff Governor Rob Miles Headteacher Jon Jeffries	Parent Governors Edward Black Matthew Dixon Hannah Want

In attendance: Jonathan Smith - OCC Governor Services

ITEM	TITLE	
1.	Apologies for absence and welcomes Anne Armitage welcomed all to the meeting. Lucy Newton received a warm welcome. Lucy will join the Board as a Foundation Governor. The meeting began with the school prayer. The meeting was quorate and began at 6.30pm.	
2.	Completion on annual Declaration of Pecuniary Interest and KCSIE statements These documents were completed before the meeting.	
3.	Approval of Minutes of LGB meeting held on July 5th, 2023 The minutes of the last meeting were approved.	
4	Actions Arising from FGB meeting on July 5th, 2023	

	ITEM 6.1	Fritwell arrangement update. David Brown to attend September or November LGB meeting if appropriate. <i>This issue is ongoing.</i>	JJ
	ITEM 6.1	AA to provide a synopsis of the new leadership arrangement in the end-of-term Governor newsletter. <i>This action is complete. The next newsletter will be circulated in the summer.</i>	AA
	ITEM 6.3	EPA Pupil attainment and progress data to be presented at the September LGB. <i>This action is included in the agenda.</i>	JS
	ITEM 5	Behaviour Policy 2023-4 to be presented at the September LGB <i>This action is included in the agenda.</i>	JS
	ITEM 9	Summer Governor soiree <i>AA explained that the soiree will take place early in October. There will be no formal agenda, but it is likely that colleagues will discuss:</i> <ul style="list-style-type: none"> • <i>The 2023-4 Governor Plan - this will relate to the annual schedule of Governor business.</i> • <i>The skills audit outcomes</i> • <i>Governor specialisms and curriculum links</i> <i>JJ and RM are invited to the gathering.</i>	AA

SCHOOL IMPROVEMENT

5.	<p>PREVENT DUTY/ HEALTH & SAFETY/SAFEGUARDING</p> <p>JJ explained that CPOMS has been commissioned by the school. This replaces the paper-based safeguarding referral system used by staff thus far. The CPOMS system enables staff to easily make safeguarding referrals and identifies patterns and trends. It ensures that follow-up action is taken and that no referrals ‘slip through the net’.</p> <p>A Governor asked why the school had made the change. JJ explained that the old paper-based system was fit for purpose and was deemed to be an effective system by Ofsted and safeguarding reviews. However, the CPOMS system has the capacity to extract patterns from independent entries and it ensures that all referrals are met with a specific action. It sends alerts and remains on DSL dashboard to complete action. JJ added that most schools are now using CPOMS.</p> <p>JJ explained that he has been required to make a MASH referral. JMa (safeguarding lead) has been informed.</p>
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6.

6.1 Headteacher's Report

There are 113 children on roll. 10 children have left the school; 3 have joined private schools, 3 have returned to their home country and 4 are being home educated.

JJ explained that the school has made a positive start to the year. Behaviour has been excellent and staff morale is strong. There have been no major issues on days that JJ is at Fritwell and RM is providing excellent leadership in his absence. JJ's Fritwell days are the same each week and this routine is now embedded. RM notes that CPOMS referrals confirm that the staff making referrals know exactly who (JJ/RM) is responsible for the site each day.

Staff have been given an opportunity, via a questionnaire, to record their observations about the new leadership structure at school. The questionnaires include a range of views. The highest positive responses were for 'staff agree that there is adequate SLT support when the headteacher is not on site', 'there is a clear hierarchical structure' and 'issues are dealt with promptly'.

A Governor noted that one of the responses displayed a slightly cynical response to a question that asked about the significance of the extra income generated by the Fritwell arrangement. He asked if staff have been consulted about the allocation of these funds. JJ explained that he has asked staff for a start of year 'wish list'. However, he feels it inappropriate to commit to any expensive investments currently. RM observed that staff are more likely to be motivated by smaller classroom-orientated projects that can be purchased and put into action immediately.

A Governor noted that only half the staff completed the questionnaire. He asked how the opinions of the other half would be gathered. JJ felt that colleagues tend to respond to questionnaires if they have strong feelings about an issue. If they do not complete the questionnaire, it is likely that they are acquiescent. Both JJ and RM practice an open-door style of leadership and there are opportunities in staff meetings for colleagues to register their opinions or share any concerns. The questionnaire is likely to be repeated later in the year.

The start of year is a particularly busy time for headteachers. A Governor asked if JJ was coping with extra workload generated by two schools. JJ said that his life was 'busy' but that he was enjoying the additional challenge.

A Governor asked if school were aware that families were considering home learning. JJ explained that the four children belong to two families. Staff were aware that one family was considering the change but were surprised that the other children were withdrawn. JJ confirmed that these decisions did not relate to any school-based issue.

A Governor noted that the Fritwell arrangement enabled JJ to achieve professional growth and develop his skills on a larger canvas. It is also hoped that the additional challenge and responsibility will help retain his services

within the Trust. He asked if similar opportunities are available to other employees in the school. JJ confirmed that the Trust can provide successful and ambitious staff with opportunities to undertake remunerated Trust-wide responsibility. For example, an expert on data, a linguist or an EYFS specialist might be asked to lead projects involving staff throughout the Trust. The Trust aims to grow the leaders of the future by giving capable classroom teachers, middle management experience.

A Governor asked how the school will respond to the ‘loss’ of 10 children. Does the school have a marketing plan? JJ explained that the children who have left school can only be replaced by new arrivals moving into the catchment area from elsewhere or families wishing to move their children from other schools. Many schools in the county have disappointing numbers in their EYFS class this year. However, the EYFS class at St Peter’s is generally oversubscribed. RM added that parents selecting a school tend to base their decisions on what they see when they visit, word-of-mouth and the website rather than any overt marketing strategy. They also read OFSTED reports.

6.2 Pupil progress and attainment data.

The summer 2023 Year 6 data indicates that 87% of children reached the expected standard in Reading. The same percentage reached this level in 2022. However, writing increased by 14% and mathematics by 15%.

The school subscribes to the Juniper benchmarking scheme. This statistical comparison takes teacher and written assessments from St Peter’s and compares them with the results from 6500 Juniper schools and LA schools. For example, the combined scores in reading, writing and mathematics this summer are:

	SPPS v Juniper	SPPS v LA
Year 1	+9.5%	+6.9%
Year 2	-8.5%	-12.2%
Year 3	+28.2%	+31.3%
Year 4	+6.3%	+6%
Year 5	+14.9%	-14.4%
Year 6	+13.5%	+13.7%

The EPA data compares the performance of the 7 individual school in the Trust and includes data gathered from 197 children across the Trust. SPPS is the equal highest-performing Trust school in reading, the third highest in mathematics and the highest-achieving Trust school for writing.

RM urged colleagues to read the maths progress and attainment data posted on GovernorHub. The data confirms that the maths mastery development plan objective has been reached.

<https://app.governorhub.com/document/6501ca43f725ab5baebe7087/view>

Governors asked several questions to confirm their understanding of the data.

JJ explained that the data does not necessarily tell the story and that, in a small school, one or two children will create a disproportionate percentage

change in class attainment figures. Cohort comparisons are also insecure because the composition of the cohort at the start of the Year 1 may be very different at the end of Year 6. Confident learners may leave the cohort and children with learning needs may join.

6.3 Any Premises or Finance issues?

The latest Budget update will be shared with Governors at the October meeting.

JJ explained that EPA have launched a new premises strategy. It understands that headteachers at small schools spend too much time dealing with site-based issues, such as fixing fences, responding to plumbing issues and dealing with angry wasps. They have appointed a Premises Director to oversee the work of site managers and develop skills within this group. There are also plans to appoint a person with relevant skills to tour Trust schools, providing welcome small-scale maintenance support.

6.4 School Development Plan and SEF

The School Development Plan sets ambitious targets for 2023-4

EYFS good level of development = 78%

KS1 Phonics (Year 1) = 82%

KS1 SATs (Year 2) Combined score Reading/Writing/Mathematics = 79%

KS2 SATs (Year 6) Combined score Reading/Writing/Mathematics = 89%

The 2023-4 attendance target is 95%

- There are plans to develop curriculum assessment in Art, Music and Design and Technology during the year and to ensure consistency across all subjects.
- Maths mastery work will continue.
- The new SIAMS framework is now in place and SIAMS activity will respond to the new inspection questions such as 'how the school encourages children and adults to treat people well'.
- The school will hold several theme weeks, for example a computer week, to develop the non-core curriculum.
- Pupil leadership groups will be continued
- Pupil led collective worship will be continued
- An extra 20 minutes of maths mastery will be provided each day.
- The use of PIXL materials will be extended.
- High expectations for each curriculum subject will be supported by termly book reviews.
- AA, JMa and JJ have met to discuss Governance succession planning.

A Governor asked how the SEF document is populated. The Board has responsible for the document, and he asked if Governors should make a formal input. JJ explained that the leadership team write the 'school context' element of the SEF and include the development aims and add the necessary data. Governors are expected to challenge the judgements made in the SEF, identify any omissions, and ask for tangible evidence of impact. This scrutiny is evidenced through the minutes of FGB meetings.

	<p>A Governor asked why Design and Technology has been identified as a key curriculum development area. JJ explained that Design and Technology, computing and music had been identified by OFSTED as areas that are currently good but in need of further development to reach the higher standards of other subjects.</p>	
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COMPLIANCE

7.	<p>COMMUNITY UPDATE (to include update on swimming pool reopening)</p> <p>The pool reactivation group has not met since the summer.</p>	
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8.	<p>POLICIES TO BE REVIEWED</p> <p>Behaviour Policy 2023 EPA Attendance Policy 2023 Complaints Procedure 2023 EPA Dealing with Allegations Against Staff and Volunteers Policy 2023 EPA Educational Visits Policy 2023 Safer Recruitment Policy 2023 Child Protection and Safeguarding Policy 2023</p> <p>The policies were adopted by the Board.</p> <p>JJ noted that section 20 in the Complaints Policy provides a criterion that enables school leaders to establish if a complaint is vexatious. The policy includes a formal process that will enable vexatious complaints to be resolved rapidly and decisively and Governors may be asked to support this process.</p> <p>JJ explained that the new Behaviour Policy will include the use of ‘Zones of Regulation’ and emphasise the ripple impact of poor behaviour. These principles will be developed and explained at a future meeting once the new policy has gained traction.</p>	JJ
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9.	<p>GOVERNING BODY BUSINESS</p> <p>Governor Specialisms in 2023-4 are currently:</p> <table border="1"> <tr> <td>Chair of Governors</td> <td>Anne Armitage</td> </tr> <tr> <td>Vice-Chair of Governors</td> <td>Jan MacDonald</td> </tr> <tr> <td>Early Years</td> <td>Hannah Want</td> </tr> <tr> <td>Health and Safety</td> <td>Ed Black</td> </tr> <tr> <td>Inclusion and Attendance</td> <td>Jan MacDonald</td> </tr> <tr> <td>Literacy</td> <td>Ed Black</td> </tr> </table>	Chair of Governors	Anne Armitage	Vice-Chair of Governors	Jan MacDonald	Early Years	Hannah Want	Health and Safety	Ed Black	Inclusion and Attendance	Jan MacDonald	Literacy	Ed Black	
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Literacy	Ed Black													

	Mathematics	Anne Armitage and Iain Horner
	PE and Sport Premium	Hannah Want
	Pupil and Forces Premium	Jan MacDonald
	RE and Collective Worship	Duncan Fraser
	Safeguarding	Jan MacDonald
	Science	Iain Horner
	Swimming	Hannah Want
	Whistleblowing	Anne Armitage
	<p>The Governor Code of Conduct was adopted by the Board.</p> <p>AA has de-cluttered the website. The governance section of the website is compliant and up to date.</p> <p>JJ confirmed that the governor monitoring windows will be 2nd October - 9th October 2023 and 19th February - 26th February 2024.</p>	
10.	<p>Any EPA meetings and developments to share with Governors.</p> <p>There are no new developments to report.</p>	

11.	<p>ANY OTHER URGENT BUSINESS</p> <p>JJ explained that the after-school club leader will step down from these responsibilities after half-term. Wrap-around care is an important element of the school provision and is popular with parents. It may be necessary to ask an agency to provide a suitable club leader if other recruitment activities fail to provide a candidate.</p>	
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	<p>PROPOSED DATES OF FUTURE MEETINGS:</p> <p>Wednesday 1st November 2023 (Monitoring visits focus) Wednesday 10th January 2023 (Data AP1) Wednesday 20th March 2023 (Monitoring visits) Wednesday 1st May 2023 at 6.30 pm (Data AP2) Wednesday 17th July at 6.30 pm (Data AP3)</p>	
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Actions from this meeting

Item 3	Outcomes from informal Governor gathering in October	AA
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Item 6.5	Budget Statement to November LGB	JJ
Item 8	Behaviour Policy update at future meeting	JJ
Item 11	After-school Club leader appointment	JJ