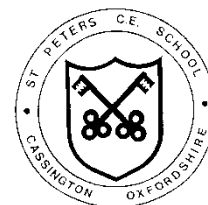




ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL
The Green, Cassington, Witney, Oxon, OX29 4DN
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**LOCAL GOVERNING BODY MEETING
July 5th, 2023.**

This meeting had a pupil attainment and progress focus.

The Governing Body is:

<p><u>Diocesan Governors</u> Duncan Fraser (DF) James Paulin (JP) Jan Macdonald (JM) Helen Barr (HB)</p> <p><u>In attendance</u> Jonathan Smith (JS) OCC Governor Services David Brown, Chief Executive of the Eynsham Partnership Trust</p>	<p><u>Parent Governors</u> Edward Black (EB) Hannah Want (HW) Matthew Dixon (MD)</p> <p><u>Staff Governors</u> Jon Jeffries (JJ) Headteacher Rob Miles (RM) Staff Governor</p> <p><u>Co-opted Governor</u> Anne Armitage (AA)</p> <p><u>Trust Appointed Governor</u> Iain Horner (IH)</p>
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ITEM	TITLE	Action
1.	<p>Apologies for absence and welcome</p> <p>AA welcomed all Governors to the meeting. The meeting began with a prayer led by Duncan Fraser. All Governors attended and the meeting was quorate.</p> <p>AA extended a particular welcome to Matthew Dixon who joins the Board as a Parent Governor.</p>	
2.	<p>Declaration of any pecuniary interests relating specifically to this agenda</p> <p>No new pecuniary interests were declared.</p>	
3.	<p>Approval of Minutes of LGB meeting held on May 3rd, 2023.</p> <p>The minutes of the meeting held on May 3rd, 2023, were approved by Governors.</p>	

4.	Actions Arising from FGB meeting on May 3rd, 2023.	
6.1	Confirmation via headteacher report that nursery funding is in school. <i>JJ explained that this funding will reach school via the finance team at EPA.</i>	JJ
6.2	Headteacher's report to include impact of the JJ's secondment at Fritwell. <i>This item is included in the agenda.</i>	JJ
6.3	Future pupil attainment and progress data to demonstrate the change, for example, between AP2 and AP3. JJ to explore the availability of SONAR passwords for Governors. <i>This action is complete.</i>	RM and JJ
6.4	The updated SEF and SIP to be included in the July agenda. <i>This item is included in the agenda.</i>	JS
7	Letter to parents regarding important role of Parent Association This action is complete.	JJ
9.2	JS to confirm IH decision to be re-elected to Governing Body as Trust Governor. <i>EPA have yet to confirm IH's status and the procedure for re-election. However, there are vacancies for Co-opted Governors and he can, if necessary, move to this role.</i>	IH
9.4	Summer newsletter <i>AA shared her first draft of the newsletter.</i>	AA and JJ
10	Website de-clutter <i>This action is complete.</i>	AA

SCHOOL IMPROVEMENT

5.	<p>PREVENT DUTY/ HEALTH & SAFETY/SAFEGUARDING</p> <p>To include any relevant issues to bring to the attention of Governors.</p> <p>JJ confirmed that there are no significant issues to report. JJ reported that senior staff have held conversations with Social Services regarding a particular safeguarding situation. However, social services are leading this case and the school is simply providing information.</p> <p>JMa explained that KCSIE has been updated (May2023) and the new policy will become effective in September. She confirmed that on-line safety is a key focus</p>
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	<p>and that the new requirements have implications for the school's data and ICT filtering systems. RM added that online safety has been identified by the school as a 'recognisable risk' and that activity, such as a parent online safety evening, can be expected in 2023-4. JP recognised that he may need to adjust his monitoring schedule to specifically include ICT data filtering compliance. JJ explained that staff safeguarding training would take place during the September INSET sessions.</p>	
6.	<p>6.1 Headteacher's Report</p> <p>JJ's secondment to Fritwell School (with David Brown).</p> <p>David Brown explained that 2022-3 has been a particularly positive year for the school and he thanked Governors for their contribution to this success. He added that strong LGB governance over the last few years has directly contributed to these achievements.</p> <p>He explained that the Trust has invited JJ to be an interim Executive Headteacher of both Fritwell and St Peter's. His time will be divided equally between the two sites and St Peter's.. RM will lead the school in his absence. David confirmed that this arrangement is not yet contractual and has not been 'signed and sealed' as it is dependent on Fritwell successfully joining the Trust on 1st October. However, he added that this model of school leadership is generally accepted nationally as being most appropriate for small schools with limited resources. These schools lack the financial power to retain their most capable professionals and without this model, talented staff and successful headteachers seek professional growth elsewhere. The employment market is particularly restricted, and governing boards nationally are finding it difficult to find commensurate replacements. This model allows leading staff at the school to gain the experience and skills that they need to become school leaders of the future whilst under the tutelage of the executive headteacher.</p> <p>David will attend an LGB meeting in October or November after Fritwell joins the Trust, to discuss a more permanent contractual arrangement going forward.</p> <p>David explained that it was not possible to share these plans with members of the Board, as a confidential employment issue, directly affected by this plan, was active at the time. Moreover, the situation required a swift intervention and there was insufficient time to call an LGB meeting before the Easter holiday. AA was, however, consulted.</p> <p>David invited this Board to embrace an outward facing modus operandi in relation to their own business. The Board has expertise and experience that can and should be shared with other Governing Bodies.</p> <p>A Governor agreed that the 'Growth Cycle' is an effective way of developing school leaders. However, she asked if it was the 'best' strategy available. David felt that the employment environment precludes any real alternative. Small primary schools can quickly decline if Governors fail to appoint a competent headteacher. Many headships that are advertised in national media receive zero applications.</p>	

A Governor asked David to explain the role of the Board in relation to parents and staff. He asked if Governors are required to canvass the opinions of staff and parents in relation to this development. David confirmed that he is prepared to host a parent evening with a question-and-answer section if the Board felt that this will help. He added that there are several other informal and formal methods that can be used to access parent and staff views. JJ warned against generating unfounded anxiety by asking staff and parents to identify problems created by his absence from site. The arrangement should make no difference to school life at St Peter's.

A Governor asked who will make the final decision about this arrangement and what happens if the Board does not agree with this decision. David explained that formally, the Trust will make the final decision. However, the Trust is very unlikely to confirm a decision whilst the Board actively disagrees with it. If there is disagreement, he will meet with colleagues, explain in detail the reasons behind the decision, identify alternatives (or lack of) and through shared understanding, hopefully, reach a consensus.

The discussion continued after David left the meeting.

JJ accepted that there is a risk that his impact at both schools might be diluted by having divided loyalties. For example, he may not be available on a particular site for large communal activities such as Sports Days and assemblies. He will be unable to bring his gravitas to bear on a particular staff or pupil behaviour incident immediately if he is off-site. Winter staff absence may create problems as, in a small school, the Headteacher often 'fills-in' during an emergency. However, he adds that the school is generally secure and has very few serious behaviour incidents. In RM, he has a competent and experienced assistant who is totally au fait with the needs of the school. Moreover, the financial benefits of this arrangement will enable long-term investment in St Peter's.

A Governor asked if it was wise to plan for a continuation of this arrangement in 2024-5. JJ felt that such forward planning would be prudent. However, if Fritwell fails to join the Trust in October, the arrangement will discontinue.

A Governor expressed concerned that on occasions, both JJ and RM have been off-site at the same time. He asked, in such situations, who is in charge? JJ explained that the new arrangement had clashed with prearranged, timetable and professional development commitments that were already in the diary.

Activities have been coordinated for the coming year and a double absence will be far less likely. Moreover, the school has well-tested emergency plans and individual staff already have the authority to react to an urgent situation, without first gaining the agreement of JJ or RM. A medical emergency will be managed by the first aid team and any member of staff can initiate a lockdown or emergency evacuation. Unplanned visits from parents are always intercepted by the School Office. JJ and RM can remain in close contact by 'phone and Fritwell is only twenty minutes away. It is likely that one experienced member

of staff will naturally come to the fore if RM and JJ are off site. JJ added that the school has a supportive 'can do' culture and a shared expectation that colleagues use their initiative to cover for each other in extremis.

AA agreed to include a synopsis of the new leadership arrangement in the end-of-term newsletter.

Other issues

- Attendance this term is 95.8%.
- There are 13 children on the SEN register and 8 of these children are in Willow Class.
- The school has three looked after children (CWCF)
- The whole-school value this term has been 'generosity'.
- There will be no major changes to staffing in 2023-4
- JJ will address Diocese conference on spirituality in the near future.
- The school will be used as a pilot school by SIAMS this term, who are keen to rehearse their new inspection framework at a good SIAMS school. SIAMS will not produce a public report.
- JJ noted that changes to the reflection sheet are proposed. The changes will ask students to assess the 'ripple effect' of their behaviour on those directly and indirectly affected.

A Governor asked if reflection sheets are linked to the school values. JJ and RM confirmed that they are.

A Governor asked if poor behaviour (as denoted by reflection sheets) is age specific. JJ explained that staff notice a significant maturation between Year 2 and Year 3, and this is reflected by reduced incidents.

A Governor asked if combined classes of two age groups in the same class, improved behaviour. JJ felt subjectively that it did. However, it is difficult to present Governors with data to prove or disprove this view.

6.2 AP3 Data. AP3 pupil progress and attainment data.

RM presented the AP3 pupil progress and attainment data. Key points are:

	Number of children just at and above the expected standard in all subjects
EYFS	90.9%
Year 1	73.3%
Year 2	50.7%
Year 3	85.7%
Year 4	64.3%
Year 5	76.6%

- Reading, writing and maths combined is particularly strong in Years 1,3 and 5.
- Year 4 has improved significantly over the last three months.

- Only one child in the EYFS class is working below the expected level. He/she will receive the appropriate (and sensitive) support in 2023-4. The 91% success rate is significantly above the percentage recorded by other schools.
- Year 5 is a capable and confident group of children and school leaders feel that they will excel in Year 6.
- 29% of children are achieving greater depth in mathematics and there is evidence that the maths mastery strategy is having an impact.
- There are still issues to address in reading and the school has plans to encourage parents to actively support the reading strategy at home. JJ confirmed that the volunteer readers used by the school have a positive impact.

A Governor asked how the performance of children at St Peter's compared with others in the Trust. RM confirmed that this data will be presented by EPA, and circulated to Governors, at the end of term. The data can be discussed at the September LGB meeting.

JS

6.3 Budget Update - End of Year monitoring report

The three-year budget forecast was circulated before the meeting.

	Net Revenue Income	Capital
2023-4	£29,288	£5,202
2024-5	-£4,578	£5,332
2025-6	-£27,744	£5,465

JJ added that the income generated by his leadership of Fritwell will be allocated in the new academic year.

6.4 School Development Plan- actions complete, actions to be rested, actions to be carried forward to 2022-3.

- JJ circulated the 2022-3 School Improvement Plan to Governors before the meeting. The plan has been RAG rated and highlights include:
 - The mathematics mastery objective has been achieved and there are plans to further embed and develop the scheme in 2023-4. Questioning, group work, assessment and the strategic use of data will be further developed.
 - The implementation of Read, Write Inc objective is completely 'green'.
 - The foundation subject assessment objective is rated 'green'. Staff will consider an opportunity to showcase/celebrate this work.
 - The SEND development activities are complete.
 - The 95% attendance target has been met.
 - Work to develop communication with parents will continue, particularly via social media.
 - The Equality Plan work remains undeveloped, and this work will carry forward to 2023-4.
 - The Art/Design scheme of work will also be developed during 2023-4.
 - Use Pixel more intensively.

7.	<p>UPDATE: SCHOOL POOL, PARENT ASSOCIATION, COMMUNITY ISSUES</p> <p>HW confirmed that Bike Night raised £7,000. It was pleasing to see several new volunteers supporting the venture.</p>																			
8.	<p>POLICIES TO BE REVIEWED</p> <p>The Behaviour Policy will be discussed at the September LGB meeting.</p>																			
9.	<p>GOVERNING BODY BUSINESS</p> <p>Governor training planned or complete.</p> <p>JP has completed GDPR and fire safety training and MD has completed Governor Induction Part A .</p> <p>Governor Recruitment</p> <p>The SSPS constitution is particularly generous. The Board can recruit three additional Foundation Governors, a Parent Governor and a Co-opted Governor if it so wishes. The colleagues have not appointed a full complement of members in recent history. There are no further terms of office ending this year.</p> <p>IH has agreed to continue as a Trust appointed Governor. Colleagues confirm that they support this arrangement and are very pleased that Iain will continue in this role.</p> <p>Governor Specialisms and roles 2023-4</p> <table border="1" data-bbox="248 1294 1362 1565"> <thead> <tr> <th>Finance and Resources</th> <th>Performance and Standards</th> <th>Headteacher Appraisal</th> </tr> </thead> <tbody> <tr> <td>IH</td> <td>HW</td> <td>JMac</td> </tr> <tr> <td>JJ</td> <td>AA</td> <td>AA</td> </tr> <tr> <td>DL</td> <td>IH</td> <td></td> </tr> <tr> <td>JMac</td> <td>JJ</td> <td></td> </tr> <tr> <td>EB</td> <td>JP</td> <td></td> </tr> </tbody> </table> <p>AA will host an informal soiree in September. This will discuss the role, scope and priorities of the governing body in 2023-4. There will be no agenda, but discussion topics are likely to involve:</p> <ul style="list-style-type: none"> • Governor specialisms 2023-4 • HR and MD's allocation to committees • A meeting structure without committees • How the Board can provide evidence of its own impact. • Succession planning - Chair, Vice-Chair and other roles. <p>Election of Chair of Governors 2022-3</p>	Finance and Resources	Performance and Standards	Headteacher Appraisal	IH	HW	JMac	JJ	AA	AA	DL	IH		JMac	JJ		EB	JP		
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	Anne Armitage was elected Chair of Governors 2023-4 and Jan Macdonald was elected Vice-chair of Governors 2023-4.																						
10.	<p>EPA (Eynsham Partnership Academy) MAT Any EPA issues or developments to share with Governors</p> <p>There are no new developments to report.</p>																						
	<p>DATES OF FUTURE MEETINGS:</p> <table border="1" data-bbox="427 510 1318 1048"> <thead> <tr> <th>Date</th> <th>Start</th> <th>Meeting</th> </tr> </thead> <tbody> <tr> <td>Wed 20 Sep 2023</td> <td>18:30</td> <td>Full Governing Board</td> </tr> <tr> <td>Wed 1 Nov 2023</td> <td>18:30</td> <td>Full Governing Board</td> </tr> <tr> <td>Wed 10 Jan 2024</td> <td>18:30</td> <td>Full Governing Board</td> </tr> <tr> <td>Wed 20 Mar 2024</td> <td>18:30</td> <td>Full Governing Board</td> </tr> <tr> <td>Wed 1 May 2024</td> <td>18:30</td> <td>Full Governing Board</td> </tr> <tr> <td>Wed 17th Jul 2024</td> <td>18:00</td> <td>Full Governing Board</td> </tr> </tbody> </table> <p>Please note that the July meeting has been moved forward two weeks to allow JJ and RM more time to analyse (and allow Governors more time to understand) the 2024 AP3 pupil data.</p>	Date	Start	Meeting	Wed 20 Sep 2023	18:30	Full Governing Board	Wed 1 Nov 2023	18:30	Full Governing Board	Wed 10 Jan 2024	18:30	Full Governing Board	Wed 20 Mar 2024	18:30	Full Governing Board	Wed 1 May 2024	18:30	Full Governing Board	Wed 17 th Jul 2024	18:00	Full Governing Board	
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*July 2023 with Papers to GovernorHub for LGB access
(7 days before meeting date)*