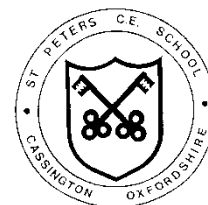




ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL
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MINUTES of the LOCAL GOVERNING BODY MEETING

Wednesday March 22nd, 2023, 6.30pm, held at the school

(Governor challenge is indicated in green)

<u>Diocesan Governors</u> Duncan Fraser (DF) James Paulin (JP) Elaine Sugden (ES) Iain Horner (IH) Jan Macdonald (JM) Helen Barr (HB) <u>In attendance</u> Jonathan Smith (JS), OCC Governor Services	<u>Parent Governors</u> Anne Armitage (AA) Edward Black (EB) Hannah Want (HW) <u>Staff Governors</u> Jon Jeffries (JJ) Headteacher Rob Miles (RM) Staff Governor
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ITEM	TITLE	Action
1.	Apologies for absence and welcome AA Welcomed all to the meeting. The proceedings began at 6.30pm with the school prayer. The meeting was quorate. Helen Barr (Foundation Governor) was welcomed and formally appointed to the Board. Apologies were received and accepted from Edward Black.	
2.	Declaration of any pecuniary interests relating specifically to this agenda No new interests were declared	
3.	Approval of Minutes of LGB meeting held on Wednesday 11th January 2023. https://app.governorhub.com/document/63f34d60ccc921f2725cf72c/view The minutes of the meeting held on January 11 th , 2023, were approved by Governors.	

4.	Actions Arising from FGB meeting on Wednesday 11th January 2022	
Item 3	Foundation Governor Recruitment This action is now complete	JM and DF
Item 7	EPA Chair of Governors <u>meeting</u> This is included in item 10 on this agenda.	AA
Item 9	50-year celebration of current building – ideas JJ has used the Cassington village newspaper to ask readers to contribute their photographs, mementoes and reminisces of St Peter’s. These contributions will be incorporated into a glossy and anniversary book. DF explained that a number of photographs were made available by parishioners for the 900-year celebrations of the church. For example, he has a painting of meadow prior to the school being built. JM and HW offered to support the collation of images. A Governor suggested creating a celebratory rock garden at the school. This would be attractive and it will be relatively easy to construct. The garden would connect to the story of St Peter. JJ is considering hosting a summer family picnic in the school grounds to celebrate the anniversary.	JM JJ HW
Item 10	Admissions Policy – consultation The Diocese has instructed the school to undertake consultation with the school community during 2023-4. This process will inform the 2024-5 Admission Policy.	JJ and JS

SCHOOL IMPROVEMENT

5.	PREVENT DUTY/ HEALTH & SAFETY/SAFEGUARDING Lynn Whenmouth was commissioned by EPA to undertake and Health and Safety risk audit on 24 th February. The report is available on GovernorHub. Various Health and Safety risks are RAG rated and the vast majority of items considered are green. However, several items were graded red (high risk): <ul style="list-style-type: none"> • Loose cords on window blinds • DSE policy and practice
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	<ul style="list-style-type: none"> • Electrical wiring – this was inspected recently, and issues were identified. <p>It is interesting to note that the repaired wall is described as low risk and the pool risk level is categorised as ‘tolerable’. All required actions are in-hand or complete.</p> <p>A parent has recently met with JJ to expressed concerns about the security of the site. The parent is concerned that an adult could lean over the wall to gain access to a child. JJ confirmed that OFSTED had been confident that the play area around the school was safe and that the recent Health and Safety risk assessment had not identified access via the perimeter wall/fence as a problem. He also felt that it would be physically very difficult for a stranger to lean over the wall and contact a child. The child would need to be compliant. Moreover, a completely impregnable perimeter fence would require significant engineering, and this is probably unrealistic in a village setting. However, EB will specifically consider this issue when he next undertakes a Health and Safety visit to the school. Risk assessments are in place, and they may need to be amended.</p> <p>AA reminded colleagues that Prevent training is necessary for all Governors. Completed certificates can be passed to Emily in the school office</p>	<p>EB</p> <p>All Govs</p>
6.	<p>6.1 Headteacher’s Report to include any relevant issues to bring to the attention of Governors.</p> <p>RM explained that families continue to book term time holidays. Some parents have claimed that they had booked their holidays before the attendance warning letter was circulated. This has resulted in several difficult conversations. RM explained that OCC will issue a fixed penalty notice to any parent taking term-time holidays and there is an expectation that schools refer such cases to the LA as a matter of course. The school has communicated this fact to parents and will reissue the warning before the end of term.</p> <p>Attendance in October was 97%, but illness has resulted in reduced attendance this term. On a particular day this term, 30 children were absent with chickenpox.</p> <p>A Governor asked if the school had any persistent absentees. JJ explained that there are 10 children in the school with absence rates below 90%. Two families are receiving attendance support. However, the other 8 children have been absent for bona fide reasons.</p> <p>Staff absence has been high this term. A full complement of staff was available on just three occasions during this term.</p> <p>JJ report alludes to a slight increase in low-level poor behaviour. A Governor asked how the staff were supported when these issues emerged in lessons and if these interventions had improved behaviour. The children affected tend to be in one particular class that was badly affected by the pandemic. JJ explained that he had met with parents of the children involved and had developed a behaviour plan for each. Parents have been supportive and have agreed to maintain the behaviour ‘rules’ at</p>	

home. JJ added that children have acquired natural maturity as the year has progressed and that the issues are abating.

RM added that school leaders are conscious that this term has been a challenge for all staff. They have faced OFSTED and SIAMS inspections and staff absence has been high. It has been a long winter and there have been a disproportionate number of wet playtimes. He explained that consequently, there has been a more measured introduction of new curriculum initiatives this term. Other non-core activities have been deferred. He explained that staff were now on an 'upward trajectory' and that morale is strong.

JJ explained that the school has received 18 requests for admission to EYFS next year. The the PAN is 15 and the Trust has approved the admission of all 18 children. JJ is confident that future combined classes (for example the Year 1/2 class in September 2024) will not exceed 30 children.

There has been an outbreak of low-level vandalism at the front of the school. A doorbell camera has been installed. This is only active when the children are not in school. The PCSO is aware of the problem and has provided support.

6.2 Governor Monitoring Visits. Feedback from Governor monitoring visits taking place between 6th March and 17th March 2023

6.2.1 James Paulin completed a Computing monitoring visit on 10th March 2023.

<https://app.governorhub.com/document/64147cda345f10e2367ab9ab/view>

He met with Jon Jeffries and Laura Edwards. The focus of the visit was curriculum (the scope of the provision) and physical resources. James was able to see practical computing sessions in action and he reports that 'behaviour was excellent' and that 'pupils were fully engaged'. The visit considered digital safety and James reports that the children use 'Digital Dino Detectives' to identify any untoward digital activity. Parent internet safety workshops are held at regular intervals and older children are encouraged scrutinise sources and differentiate between fact and opinion. They understand that it may be necessary to corroborate the 'facts' used in research projects. The school follows the 'ICT 123' schemes of work and James comments that the National Curriculum has not been updated since 2014, despite all the significant global changes to this sector. The school has a set of Chrome Book computers and robotic equipment. The curriculum area is unlikely to have increased discreet time in a crowded curriculum and there is an understanding that computing will need to be delivered via other subjects. Subject leaders would like more time to develop the curriculum.

A Governor asked if 'ICT 123' is the most appropriate computing curriculum. JJ explained that ICT 123 are local organisation and that they provide a range of computing and ICT services for schools. For example, they host the parent internet safety workshops. The ICT 123 platform has a 'drag and drop' choice of modules and this flexibility is popular with staff. EPA has commissioned ICT 123 to serve schools across the Trust and this arrangement is particularly cost effective.

A Governor asked if a reliance on delivering the computing curriculum via other subjects, will weaken teaching. JJ agreed that this is a risk. A carefully constructed curriculum map, agreed by all staff, will be necessary to underpin the learning. Staff may otherwise have a propensity to focus on their self-taught ICT skills rather than computing as a discrete subject.

6.2.2 AA undertook a SEND learning walk on 8th March.

<https://app.governorhub.com/document/6411d7679c3b08a01c04f0a1/view>

She met with Michelle Glass the SEND lead. The key focus of the visit was staff training, the SEND parent evening and the SEND parent survey. AA reports that all the actions discussed at the previous visit (October 22nd, 2022) are either in-hand or complete. She comments that Michelle is particularly au fait with the needs of the 15 children on the register and reports that Year 5 and 6 SEND children have made 10 months 'reading accuracy' progress due to interventions. AA comments that the time allocated to SEND (one morning per week) is 'tight' but that SEND numbers are likely to fall soon. She will review the results of the SEND parent questionnaire on her next visit.

A Governor suggested that a SEN ratio (15%) appeared high. JJ explained that the ratio is expected to fall to 10% at the end of the year. Most schools would consider this ratio to be low.

A Governor asked how many children are in receipt of EHCPs. RM replied that there are two. One recipient is in Year 6.

A Governor asked if staffing capacity was adequate for a school with a 10% SEN ratio. JJ explained that the teaching team has managed to absorb the resignation of a teacher at the start of this term. A replacement has now been recruited and will begin work soon. This will increase the capacity of the staff generally and provide more options when colleagues are absent. JJ will now also be available on Wednesdays to either support SEN directly or provide additional non-contact time for those who lead interventions. By September 2023, the school will have a full complement of teaching staff and an additional TA will have joined the support team. JJ feels that these resources will be sufficient.

A Governor asked how speech and language needs are assessed and funded. JJ explained that they are funded directly by the school. The provision is based on need and not restricted by a budget.

6.2.3 ES completed a PSHRE visit on March 14th. She met with Anna Houghton to discuss the PSHRE curriculum and provision.

<https://app.governorhub.com/document/6415bf9cccf6bd0cb9fa3df9/view>

She reports that the curriculum is supported by the 'Inside Out' learning programme. It is hoped that the school will win a prestigious Inside Out award for the quality of the provision provided. She reports that PSHRE work, and evidence of progress, is collected in a class hard back book. This is attractively presented and provides an opportunity for children to record their more abstract thoughts and feelings. Communication with parents is effective with regular updates and news appearing on the website. She adds that the school has developed strong links with the Churchfields Care Home. ES explains

that the school personal development and pupil leadership programmes both feed into PHSRE work. This has contributed to the retention of a 'Good' OFSTED judgement.

6.2.4 AA undertook a mathematics monitoring visit on 15th March.

<https://app.governorhub.com/document/641882fcef3430281672e2e3/view>

She met with Rob Miles and visited several mathematics lessons. The trip focused on the impact of the mathematics mastery scheme. Rob prepared for the meeting thoroughly and was able to provide helpful data to illustrate the tangible impact of the scheme. For example, the proportion of children in Year 3 meeting age related expectations in mathematics (AP1) is 15% more than it was last year, Year 4 40% more than 2021-2, Year 5 18% more than last year and Year 6 50% more than the previous year. AA reports that 'school values were demonstrated throughout the visit, with excellent behaviour observed by the children in all classes visited'.

A Governor was interested to hear that RM and others belong to mathematics teacher networks. He asked if other schools were 'doing anything different'. RN explained that most schools are engaged in similar activities and that an unconscious consistent approach had emerged. For example, colleagues have shared learning plans and as a result, lesson planning tools are now all very similar. In most schools, the 'mathematics mastery philosophy' has spilled over into other curriculum subjects.

6.2.5 JM made one of her regular safeguarding visits to school on March 16th.

<https://app.governorhub.com/document/641896144095c795276171db/view>

She met with Rob miles and the monitoring visit had an attendance focus (an element of JM's safeguarding remit). Attendance is currently 96.7% JM concludes that the EPA Attendance Policy is robust and unequivocal. She notes that the 'days off school add up to lost learning' letter has had an impact. Communication with parents regarding attendance is now much improved.

6.2.6 EB made a literacy monitoring visit on March 13th.

<https://app.governorhub.com/document/641ad3e5727083f2ac246919/view>

He met with Emma Bailey and his visit included observation of Willow and Maple classes. His visit considered the leadership of literacy (and time available for this role), the KS2 National Curriculum reading plan (identified as a development area by OFSTED) and the implementation of Read Write Inc. He reports that despite some teething problems, RWI has been well-received by KS1 staff. The school will soon receive much needed additional RWI support materials. The package includes new story books. Curriculum development is ongoing, and the school uses Yoto <https://uk.yotoplay.com> and a story telling throne. He notes that Emma's non-contact management time is limited by timetable constraints.

6.3 Budget Update – Period 3 monitoring Report

The March BPS Budget Planning Statement was circulated before the meeting. The school has revenue income of £683,000 and revenue expenditure of £665,000. A break-even position was predicted at the start of the year. However, a surplus of +£17,900 is now anticipated. This can be attributed to increased nursery numbers following the closure of the nursery in Yarnton.

	<p>The largest 2022-3 expenditure variances relate to premises expenses and educational support staff costs.</p> <p>6.4 School Development Plan – update. 2022-3 SEF update</p> <p>Version Two of the School Improvement Plan has been updated The Quality of Education developments include:</p> <ul style="list-style-type: none"> • developing mathematics mastery • implementing ‘Read, Write, Inc’ • improving the accuracy and consistency of assessment ensuring high quality SEND provision • accommodating pupils with emotional needs • reviewing the effectiveness of RE education. <p>In answer to a question, JJ confirmed that any item designated green is now complete, amber items are ongoing and red actions have yet to start. He is confident that all of the red activities in the plan will be initiated during the summer term when the school has a full complement of staff and, hopefully, staff absence is lower.</p> <p>6.5 SIAMS and Christian Distinctiveness</p> <p>The SIAMS team visited the school on 21st March. The SIAMS process was very challenging and the visitors asked many probing questions. The report is expected in school within 10 days.</p>	
7.	<p>UPDATE: SCHOOL POOL, PARENT ASSOCIATION, COMMUNITY ISSUES</p> <p>Gary Beasley has held two meetings with members of the community and has published a market research questionnaire in the village newspaper. He confirms that there is a strong consensus in favour of reactivating the swimming pool. He, and his team, will now work on a plan to achieve this goal. The plan will be presented to EPA when finalised.</p>	
8.	<p>POLICIES TO BE REVIEWED</p> <p>There were no policies to review at this meeting.</p>	
9.	<p>GOVERNING BODY BUSINESS</p> <p>Governor training planned or completed.</p> <p>AA will complete safer recruitment training on 29th March AA attended the Governor Services briefing on 20th January. JS attended the OCC Clerk’s briefing on 12th January. ES attended school finance training on 30th January. DF attended Data training in December. JM attended Safeguarding Level 3 training in January. The course reinforced fact that safeguarding is the responsibility of the whole school community.</p>	

	<p>Terms of Office coming to an end.</p> <p>The Board has 16 positions and 10 are filled. There are vacancies for two Co-opted Governors, 3 Foundation Governors and 1 Diocese appointed Foundation Governor. Elaine's Sugden's term of office ends on 2nd April 2023 and Iain Horner's term of office ends on 1st April 2023.</p>	
10.	<p>EPA issues or developments to share with Governors.</p> <p>The CEO's Executive Summary was circulated before the meeting. https://app.governorhub.com/document/641a28d1af1bc2e3a9c0dd43/view It is noted that the EPA SATS results are now 12% above the national average (in 2019 it was 5% above the national average) and, informally, EPA has the best attainment and progress data in Oxfordshire. The CEO explained that EPA planned to invest more resources into the EPA early intervention hub over the coming year.</p> <p>The next EPA Chair's meeting will be held on June 7th. JM will represent the school.</p>	JM
11.	<p>ANY OTHER URGENT BUSINESS</p> <p>There was no additional urgent business.</p>	
12.	<p>DATE OF FUTURE MEETINGS:</p> <p>Future Governor Meetings: <i>Wed 3 May 22- AP2 Data focus and unpublished school monitoring visit reports.</i> <i>Wed 5th July 22 - AP3 Data focus.</i></p>	
13.	<p>ACTIONS FOR THIS MEETING</p> <p><i>Item 4:</i> JM and HW to help with 50-year anniversary book <i>Item 5:</i> All Governors to return Prevent Certificates to School Office <i>Item 5:</i> EB to consider perimeter security when he next completes a health and Safety walk through. <i>Item 10:</i> JM to attend the EPA chair's meet in in June</p>	

*March 2023 with Papers to GovernorHub for LGB access
(7 days before meeting date)*