



ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL
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**MINUTES of the LOCAL GOVERNING BODY MEETING
 November 2nd, 2022, 6.30pm, held at the school**

(Governor challenge is indicated in green)

<p><u>Diocesan Governors</u> Duncan Fraser (DF) David Lockwood (DL) James Paulin (JP) Elaine Sugden (ES) Iain Horner (IH) Jan Macdonald (JM)</p> <p><u>In attendance</u> Jonathan Smith (JS), OCC Governor Services</p>	<p><u>Parent Governors</u> Anne Armitage (AA) Edward Black (EB) Hannah Want (HW)</p> <p><u>Staff Governors</u> Jon Jeffries (JJ) Headteacher Rob Miles (RM) Staff Governor</p>
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ITEM	TITLE	Action
1.	<p>Apologies for absence and welcome</p> <p>The meeting began with the school prayer.</p> <p>Governors engaged in a classroom exercise that helped participants identify various aspects of spirituality.</p> <p>AA welcome all to the meeting. Apologies were received and accepted from Elaine Sugden</p>	
2.	<p>Declaration of Pecuniary Interest</p> <p>No new pecuniary interests were declared.</p>	
3.	<p>Governing Body Business</p> <p>Governor Recruitment</p> <p>David Lockwood (Foundation Governor) will resign from the Board in November, with this being the end of his term???. David has served and supported the school with great determination and enthusiasm for many years. David has been the 'go to' person for all Health and Safety, premises and ICT advice and will be missed. Consequently, the school has (according to the constitution), vacancies for:</p>	

	<ul style="list-style-type: none"> • One Trust appointed Governor • Two Co-opted Governors • Three Foundation Governors <p>Governors feel that the recruitment of Foundation Governors is a priority. DF will attempt to initiate the process with colleagues, contacts and friends at the church.</p> <p>Governor Training planned or completed</p> <p>JM has completed both the OCC Level 2 Safeguarding training and the OSCB Safeguarding module (4th October). She also attended Parent Awareness and Cyber Security training on 4th October.</p> <p>JS attended the OCC briefing for Clerks on 22nd September and the Anthem Trust briefing on 10th October 2022.</p> <p>IH has completed higher level Prevent training.</p> <p>Parent Governor Election</p> <p>The Parent Governor election has now taken place. Hannah Want has been re-elected to the Board as Parent Governor.</p>	
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4.	<p>Approval of Minutes of LGB meeting held on September 21st, 2022</p> <p>The minutes of the meeting held on September 21st, 2022, have been updated with minor changes. They were approved by Governors.</p>	
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5.	<p>Actions Arising from FGB meeting on September 21st, 2022</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">Item 5</td> <td style="width: 60%;">Prevent Certificates to EL <i>All certificates have been forwarded to school office</i></td> <td style="width: 25%;">JS</td> </tr> <tr> <td>Item 6.3</td> <td>Quotation for wall repairs <i>JJ was pleased to report that he had managed to commission a contractor to install the 'chicken wire' solution to the crumbling wall. Both JJ and RM report that the structure is now secure, and that the construction is aesthetically pleasing. There is no longer a requirement to install a ranch style fence in front of the area. The installation cost £800.</i></td> <td>JJ</td> </tr> <tr> <td>Item 9.5</td> <td>Parent Governor election <i>This action is now complete</i></td> <td>JMac</td> </tr> <tr> <td>Item 7</td> <td>Swimming Pool meeting community meeting <i>See item 9</i></td> <td>JJ</td> </tr> <tr> <td>Item 12</td> <td>Governor link meetings dates <i>This action is complete</i></td> <td>All Govs</td> </tr> </table>	Item 5	Prevent Certificates to EL <i>All certificates have been forwarded to school office</i>	JS	Item 6.3	Quotation for wall repairs <i>JJ was pleased to report that he had managed to commission a contractor to install the 'chicken wire' solution to the crumbling wall. Both JJ and RM report that the structure is now secure, and that the construction is aesthetically pleasing. There is no longer a requirement to install a ranch style fence in front of the area. The installation cost £800.</i>	JJ	Item 9.5	Parent Governor election <i>This action is now complete</i>	JMac	Item 7	Swimming Pool meeting community meeting <i>See item 9</i>	JJ	Item 12	Governor link meetings dates <i>This action is complete</i>	All Govs	
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6.	<p>PREVENT DUTY/ HEALTH & SAFETY/SAFEGUARDING</p> <p>JJ and JMac have met informally to discuss a particular safeguarding issue. JMac confirms that the school has followed all the relevant safeguarding procedures and processes and that appropriate action has been taken.</p>	
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7	<p>EPA (EYNHAM PARTERSHIP ACADEMY) ACTIVITY</p> <p>The recently published EPA Strategy Plan, an article by David Brown titled 'Time and Opportunity to Think: Local Governors and MATS' and the EPA Educational Visits Policy 2022 were circulated to Governors before the meeting.</p> <p>The recent EPA Strategy Meeting was attended by AA. The meeting launched the 2022-3 Strategic Plan and the Power Point presentation is available for reference on GovernorHub.</p> <p>A Governor asked for an explanation of 'anchor firms' referenced in the presentation. JJ explained that the Trust intended to develop close relationships with several local firms operating in the science and technology sector. Ultimately, a semi-formal partnership will be established. For example, the organisations will share projects with schools, be available for school visits, provide specialist staff who can visit school and establish a career gateway for young people in secondary education.</p> <p>A limited number of St Peter's children have accessed the Early Intervention Centre. A Governor asked how long a typical intervention lasted. JJ explained that children attend for one long term. He added that the Centre provides one-to-one and small group support for children before any of their anxieties or behaviours have, become embedded. The EIC staff maintain a relationship with the children when they return to their 'home' and visit them in lessons. Parents make an important contribution to the process. JJ confirmed that the impact of the intervention is very positive.</p>	
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8.	<p>8.0 Headteacher's Report</p> <p>What does school activity hope to achieve?</p> <p>JJ circulated the 2022-3 School Improvement Plan to Governors before the meeting. The plan follows the OFSTED inspection criteria. For example, the 'Teaching and Learning' section includes the priorities:</p> <ul style="list-style-type: none"> • To improve attainment through mathematics mastery • The successful implementation of 'Read Write, Inc' • To ensure effective provision for children with SEN • To understand and provide for children with emerging emotional needs • Effective implementation of religious education – SIAMS strand seven <p>A Governor felt that it would be helpful to have some indication of the 2021-2 activities that have been successful and those that will not be taken forward into the 2022-3 School Improvement Plan. JJ explained that he has RAG-rated the 2021-2 School Improvement Plan and that activities moving forward to the 2022-3 plan are coloured blue. However, he accepted that the plan could be developed to make it more user-friendly. The pages could be numbered for easier reference and the achievement of milestones highlighted. The plan will be updated regularly and by necessity, it will be a fluid</p>	
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document. Governors considered the difference between objectives and targets. It was agreed that the objectives describe the measurable contribution of the activity to achieving the goals. The targets are specific, possibly shorter term, outcomes that support achievement of the objectives.

JJ reported that:

6 children have joined the St Peter's nursery following the closure of the Yarnton nursery. The school has appointed the additional staff hours necessary to maintain and enhance the quality of the nursery provision and ensure safety.

A Governor asked if the new additions to the nursery will ultimately join EYFS at the school. JJ explained that four of the children have already committed to joining the school in September 2023, but two live too far away to make this feasible.

The EYFS Lead Teacher has recently been appointed EYFS lead for the Trust. She will visit other EPA schools to provide support and advice and has been granted non-contact time to allow this to happen.

The EYFS team predict a 100% pass rate for phonics this year. The Year 1 team also anticipate a 100% pass rate in phonics

JJ met with Alison Taylor (the Diocesan Link Advisor) undertook a 'warts and all' SIAMS tour of the school. She reports that children can confidently explain the school's vision and values to visitors. However, they are less confident about the Biblical origin of the vision. They have heard the story of St Peter in assembly and in the classroom, but they had not necessarily connected this to the school vision. JJ planned a number of activities that reinforced the theological source of vision and reports the children are now much more confident in talking about this.

In answer to a question, JJ confirmed that he has scoured 'excellent' SIAMS reports (there are very few) for suggestions and advice. JJ and RM will welcome the inspectors when they arrive. The school is 'SIAMS ready'.

The IDSR report has recently been published. This is welcome because the 2022 pupil performance data is superior to the long-standing 2018 data. The data is all positive.

JJ explained that James Bird and various EPA school advisors had made 'ready for OFSTED' visit to the school. They probed various areas and the questions asked were challenging. They were particularly exercised by the Year1/2 teaching arrangements. The class size is large, and a slightly different approach to teaching maths mastery will need to be adopted in the transitional phase. JJ was able to explain that a closely monitored plan is place and that school leaders are working hard to ensure that staff feel comfortable with the new arrangements. The plan will be reviewed in January.

8.1 Governor Monitoring Visits Feedback

What does school activity hope to achieve?
 How well do our children compare to those at other schools?
 Are resources used effectively and efficiently?

Specialist areas of Governor focus were agreed at the September LGB meeting:-

EYFS	Hannah Want
Health and Safety	Ed Black – if his circumstances allow
ICT and Computing	James Paulin volunteered
Maths/numeracy	Anne Armitage and Iain Horner (assist)
PE	Hannah Want Iain Horner
RE and SIAMS	Duncan Fraser
Literacy	Ed Black
Website	Anne Armitage
Safeguarding	Jan Macdonald
Science	Iain Horner
Swimming	David Lockwood
Whistleblowing	Anne Armitage
Attendance	Jan Macdonald

AA met with Michelle Glass and completed a **SEN monitoring visit** on 19th October 2022. The meeting analysed the statistical attainment and progress 'gap' between SEND and non-SEND children. However, SEND numbers at the school are so small, statistical comparisons are not always valid. The visit also focused on resourcing issues and speech and language therapy interventions. The visit included and learning walk and informal pupil voice opportunities. A range of development priorities had been established at a previous meetings and AA established progress in these areas. TAs have received/will receive training in specialist areas such as ELSA, maths mastery and spiral communication. Pupil progress and attainment data was reviewed during the visit. AA reports that there is a clear and realistic SEND development plan, and that authoritative leadership and staff 'buy-in' is evident. AA also reports receiving positive informal feedback from staff and children during the visit. Pupil behaviour was excellent.

AA and IH met with Rob Miles on October 22nd, 2022, to discuss '**maths mastery**'. The visit focused on the school improvement priority 'to improve attainment in mathematics through maths mastery'. It was noted that this objective is underpinned by an aspiration to improve attainment in mathematics from 73% ARE and a progress score of -0.7. AA and IH found strong evidence of the school vision in classroom practice and comment that the children worked together cohesively exercising individual control over their learning. They report that teaching emphasised mathematical fluency, reasoning and problem-solving techniques. Classroom activity was supported by the effective use of progress data. IH reported that children were able to discuss and share their learning in maths with confidence enthusiasm and fluency.

	<p>What is 'ready to progress criteria' and how does it relate to the National Curriculum. RM explained that 'Ready to Progress' is an adjunct of the mathematics national curriculum. The National Curriculum is statutory but 'Ready to Progress' is not. The school could adopt the scheme because, as an academy, it has freedom to follow a more bespoke curriculum. 'Ready to Progress' involves the teaching of a more focused range of key mathematical concepts in depth and thus, is more aligned with the skills required for maths mastery. It has become more popular recently because it develops skills that are very hard to teach through home learning. Thus, it compensates for mathematical learning deficits created by the pandemic. RM added that it is particularly effective when taught in mixed year teaching groups.</p> <p>IH has visited PE and Science and his monitoring report will be posted on the Hub later. IH explained that Becky Walton had interesting ideas for developing the PE curriculum and that there is an ambition to extend PE enrichment activities after school. Laura Edwards explained how the school was continuing to provide evidence for the 'Primary Science Quality Mark' and was considering adopting a maths mastery approach to teaching STEM subjects.</p>	
9.	<p>UPDATE: SCHOOL POOL, PARENT ASSOCIATION, COMMUNITY ISSUES</p> <p>JJ shared with Governors a recent Eynsham Hub article. The article was titled 'Let's Talk about Parenting' and discussed the case study of Sam, a child supported by the EPA Early Intervention Hub, based at Eynsham Primary Schools.</p> <p>JJ explained that Gary Peasley of the Parent Association has agreed to collate the views of the various groups in the village interested in reactivating the school swimming pool. There are technical and operational issues to overcome and any adults volunteering to supervise swimming activities, will need to undergo onerous training. Consequently, a significant level of community commitment will be required before the pool can be reinstated. David Brown is maintaining close communication with Gary and, following this consultation process, will take the issue forward.</p> <p>JJ explained that the pool does not have the capacity to cope with national curriculum swimming lessons and these will continue to be hosted off site. However, the pool could be reinstated for use as an after-school club it may also be appropriate for use by EYFS and Year 1 children.</p> <p>Any final decision about recommissioning the pool will be made by David Brown and senior Trust officials. EPA will have responsibility for this decision and the Trust will be required to oversee any subsequent operation of the pool, not the school. However, Governors are concerned that decisions regarding the pool, particularly unpopular decisions, will be considered school, not Trust, business. Therefore, it is important that the community is kept abreast of the consultation process that is currently underway. It is also important that subsequent decisions are explained in detail and shared with all stakeholders. JJ and school leaders need to be shielded from pool minutiae.</p>	

	Gary will be asked to write an article explaining these plans in the next edition of CAWN.	
10.	<p>POLICIES TO BE REVIEWED</p> <p>EPA Educational Visits First Aid Policy Medicines Policy</p> <p>All three policies were adopted by the Governing Board</p>	
11.	<p>ANY OTHER URGENT BUSINESS</p> <p>The Christmas Fayre will take place on December 2nd (5pm to 7pm) and all Governors are invited to attend or participate</p> <p>The St Peter's Cassington 900-year anniversary celebrations will proceed in the new year. Activities will start in earnest on January 8th and involve a performance by the school choir and an art exhibition.</p>	
12.	<p>DATE OF FUTURE MEETINGS:</p> <p>Wednesday 11th January 2023 at 6.30 pm (Data AP1) Wednesday 22nd March 2023 at 6.30 pm (Monitoring visits) Wednesday 3rd May 2023 at 6.30 pm (Data AP2) Wednesday 5th July at 6.30 pm (Data AP3)</p>	

Actions from this meeting

Item 3	Recruitment of Foundation Governors	DF and Govs
Item 9	Pool consultation update in CAWN	JJ
Item 8.1	PE and Science monitoring report on Hub	IH