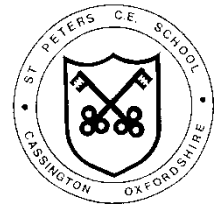




**ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL**  
 The Green, Cassington, Witney, Oxon, OX29 4DN  
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 Headteacher: Mr Jon Jeffries  
 Registered in England and Wales  
 Company number 07939655



**MINUTES of the LOCAL GOVERNING BODY MEETING**  
**September 21<sup>st</sup> , 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>Also, 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><b>Apologies for absence and welcome</b></p> <p>Apologies were received from Duncan Fraser and David Lockwood. Edward Black arrived after item 3.</p>				
2.	<p><b>Completion on annual Declaration of Pecuniary Interest and KCSIE statements</b></p> <p>The 2022-3 declaration of pecuniary interest forms were completed by all governors in attendance.</p> <p>The 2022-3 KCSIE declarations were also completed by all Governors in attendance.</p>				
3.	<p><b>Approval of Minutes of LGB meeting held on July 12th, 2022</b></p> <p>The minutes of the meeting held on July 12<sup>th</sup>, 2022, have been updated with several minor changes. They were approved by Governors.</p>				
4.	<p><b>Actions Arising from FGB meeting on July 12th, 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">6.4</td> <td style="width: 60%;">Presentation of 2022-3 School Improvement Plan to Governors</td> <td style="width: 30%; text-align: center;">JJ</td> </tr> </table>	6.4	Presentation of 2022-3 School Improvement Plan to Governors	JJ	
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	JJ presented the 2022-3 School Improvement Plan at this meeting.		
9.2	Parent Governor Elections See item 9	JJ	

## SCHOOL IMPROVEMENT

5.	<p><b>PREVENT DUTY/ HEALTH &amp; SAFETY/SAFEGUARDING</b></p> <p>To include any relevant issues to bring to the attention of Governors.</p> <p>Emily has noticed that a number of Governors have yet to return their Prevent certificates. This an area of safeguarding that OFSTED will check with vigour. The ‘Safesmart’ course undertaken by many Governors is described as ‘Safeguarding and Prevent’ qualification but it is not a substitute for the government Prevent programme.</p> <p>JS will pass the Prevent certificates completed and stored on GovernorHub to Emily for reference.</p>	JS
6.	<p><b>6.1 Headteacher’s Report</b></p> <p>What does school activity hope to achieve?</p> <p>JJ presented the September Headteacher’s report. Key issues were:</p> <ul style="list-style-type: none"> <li>• Ten children have joined the school over the summer. One child has moved away.</li> <li>• Attendance currently is 96.7%</li> <li>• The school has ten children in receipt of the Pupil Premium and another ten children on the SEN register.</li> <li>• The school has two ‘children we care for’ and one child in receipt of an Early Health Assessment</li> <li>• The next health and safety assessment will take place on 11<sup>th</sup> and 12<sup>th</sup> January 2003.</li> <li>• Several additional children have joined the nursery this year. The nursery at Yarnton closed in the summer. Louise Judd and Charlotte Forest have agreed to work additional hours in response.</li> </ul> <p>A Governor asked how the school was preparing for the impending cost of living crisis. The economic issues are likely to generate more safeguarding business. He asked if the school was ready. JJ explained that safeguarding procedures at the school were robust and able to accommodate increased referrals. He added that, currently, the majority of day-to-day safeguarding issues relate to the misuse of social media rather than social deprivation.</p> <p><b>6.2 Pupil progress and attainment data. How does the performance of St Peter’s children compare to others nationally or locally?</b></p>	

JJ circulated the latest pupil attainment and progress data before the meeting.

KS2 Data (expected standard or above)

	SPPS (%)	National (%)	Difference (%)
Reading	87	74	+7
Maths	74	71	+3
Writing	73	69	+4
Combined	67	59	+8

KS1

Reading	100%
Maths	86%
Writing	71%

Year one phonics = 65% (EPA = 86%)

EYFS GLD = 92% (EPA = 81%)

Multiplication test mean score = 21

RM explained that pupil progress and attainment in mathematics has traditionally tended to lag behind achievement in writing and reading. For example, the current value-added scores are: +2% in writing, +4% in reading but -0.7% in mathematics. Consequently, Maths Mastery will be a key development objective in 2022-3. RM will lead this initiative. He has experience of scheme from his previous school, and he has received additional training at St Peter's. He belongs to an EPA Maths Mastery working group.

Governors asked to pass on their thanks to staff for the excellent KS2 SATS results in 2022. They felt it was important to share news of this success with a wide range of stakeholders. JJ explained that it will be possible to produce a number of anonymous case studies that will illustrate the learning journey taken by particular members of this class.

### 6.3 Any Premises or Finance issues?

How are resources managed to ensure the best outcomes for St Peter's children and staff?

The Trust's new CFO, Sarah Arnold will visit the school next week to discuss relevant financial or premises issues.

JJ has contacted the Blenheim Estate for advice about the deteriorating stone perimeter wall. The estate has hundreds of miles of stone walls and a team that maintains them. A Blenheim mason later visited the school and agreed to repair the most damaged (and dangerous) section free of charge. However, he advised that the remainder of the wall will almost certainly deteriorate over time and that further repairs could cost thousands of pounds. He suggested an arrangement that is often used in such situations. The wall is wrapped tightly in chicken wire to prevent stones becoming dislodged and a low, ranch style fence, is erected at the foot of the wall to discourage children from

JJ

playing on it. JJ has asked for a quotation and this should be in school next week.

A Governor asked if the chicken wire surround will spoil the aesthetics of the school environment. JJ confirmed that the chicken wire eventually will eventually blend into the wall and the encased structure will actually appear compact and neat. In time plants will use the chicken wire as a climbing frame. JJ reminded Governors that the main objective is to make the wall safe and remove potential danger from an area where children play. Governors agreed to support this development.

JMac explained developments regarding membership of the School Trust. The Trust was established when the old school building was sold many years ago. The Trust is unable to allocate any of the capital receipts but is permitted to distribute the interest accruals. In the past, the Trust has helped finance roof repairs and play equipment at the school. The fund is managed by three trustees:

- Jan MacDonald is a trustee representing this governing body
- Duncan Fraser is an ex-officio trustee
- Anne Luttmann-Johnson is a trustee representing the PCC. Anne was previously the St Peter's governing body trustee but has subsequently left the Board.

#### **6.4 School Improvement Plan**

JJ explained that the School Improvement Plan was a fluid document and was likely to be edited and revised several times of the coming months. Several items had been carried forward from 2022 and new activities added. The four key development areas are:

- Maths Mastery <https://www.ncetm.org.uk/teaching-for-mastery/mastery-explained/>
- The continued development and application of Read, Write Inc <https://global.oup.com/education/content/primary/series/rwi/?region=uk>
- SIAMS
- Attendance

The Governance elements of the plan involve encouraging challenge and developing specialisms. It is hoped that Governors will spend more time in school.

A Governor felt that the measures of impact and progress included in the plan were not as distinctive as they need to be. He felt that the School Improvement Plan would be more strategic if the numerical targets set for classes and the school were brought to the fore and made overt. Governors agreed.

A Governor asked if EPA schools shared their School Improvement Plans. JJ explained that this was not common although schools are generally aware of the development projects underway at other schools. For example, RM

explained that there was a maths mastery group that drew members from all the schools in the Trust.

## 6.5 SIAMS update

*“How effective is the school’s distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish?”*

The SIAMS self-assessment was shared with Governors. Activities in the document are colour coded according to three criteria:

- Those activities that promote deep, Christian-vision-driven thought and discussion.
- Those activities that provide opportunities for innovative, exemplary and courageous action.
- Activities that are life-changing, life lasting transformational impact.

The audit identifies how each activity has an impact on children, adults and the community. JJ and RM asked colleagues to make suggestions and provide tangible examples of evidence. These included:

- Producing a more succinct SIAMS SEF from this audit. The streamlined SEF could identify, for example, the five most important SIAMS developments at the school. This more incisive and forceful plan could be the first point of contact for the inspectors. It can then lead them to the more detailed plan,
- Similarly, evidence can be arranged so that the most important documents, photographs, pupil books etc ‘hit’ the inspectors on arrival.
- Pupils might be encouraged to develop a selection of five or six Bible stories they can use to demonstrate particular SIAMS themes.
- The colour coding used on the SIAMS SEF is helpful but can be counterproductive. If a colour (type of activity) is missing from a theme, this absence is accentuated.
- References to Covid are less relevant in the 2022-3 plan. It is important that all dates in the document are current.
- ‘Adults that flourish’ can be augmented by referring to staff development at the school that is teacher/staff led.
- ‘Children that flourish’ can be augmented by reference to the excellent 2022 SATS results.
- ‘Community’ can be extended to include the activities of the parent association, Bike Night, the swimming pool, attendance at the Remembrance Service and Sports Day.

JJ explained that SIAMS Inspectors would visit the school before Christmas this year. He felt that the school was ‘SIAMS ready’ and had some exciting and forward-looking evidence to share with visitors.

	Alison Taylor (EPA) will visit the school next week to oversee the SEF and identify any gaps.																							
7.	<p><b>UPDATE: SCHOOL POOL, PARENT ASSOCIATION, COMMUNITY ISSUES</b></p> <p>A neighbouring OCC school recently received a disappointing OFSTED report because school leaders did not have in place the appropriate swimming pool risk assessments and training records for their pool. However, the pool was not in use by either school or community at the time. Consequently, David Brown has written to the school confirming that the maintenance and safe operation of the pool is the responsibility of the Trust and not the school. Moreover, the letter states that the pool has been decommissioned, the door is pad locked and the area made secure. This letter can be presented to OFSTED, if necessary, when they visit.</p> <p>School is aware that there is strong support for reopening the pool in the community and there are plans for the school and EPA to meet with appropriate individuals and community representatives later this term to establish a way forward.</p>																							
8.	<p><b>POLICIES TO BE REVIEWED</b></p> <p>EPA Child Protection and Safeguarding Policy This EPA policy was adopted by the Board</p> <p>EPA Health and Safety Policy This EPA policy was adopted by the Board</p> <p>SEN Report (update) The statement was approved.</p>																							
9.	<p><b>GOVERNING BODY BUSINESS</b></p> <p><b>9.1. Election of Vice-Chair of Governors</b></p> <p>Jan MacDonald was appointed Vice-Chair of Governors</p> <p><b>9.2. Confirmation of Committee membership 2022-3.</b></p> <table border="1" data-bbox="199 1624 1316 1892"> <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> <table border="1" data-bbox="199 1960 1316 2038"> <tr> <td>EYFS</td> <td>Hannah Want</td> </tr> <tr> <td>Health and Safety</td> <td>David Lockwood</td> </tr> </table>	Finance and Resources	Performance and Standards	Headteacher Appraisal	IH	HW	JMac	JJ	AA	AA	DL	IH		JMac	JJ		EB	JP		EYFS	Hannah Want	Health and Safety	David Lockwood	
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Health and Safety	David Lockwood																							

	ICT and Computing	David Lockwood	
	Maths/numeracy	Anne Armitage and Iain Horner (assist)	
	PE	Hannah Want	
	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	
	<p><b>9.3 Publish list of Governors on website and ensure that all website information relating to Governance is compliant</b></p> <p>The website is up to date</p> <p><b>9.4. Approval of Code of Conduct</b></p> <p>The code of conduct was approved.</p> <p><b>9.5. Governor recruitment</b></p> <p>David Lockwood's term of office expires on 13<sup>th</sup> November and Hannah Want's term of office expired on 20<sup>th</sup> September. Recruitment of a Parent Governor and Foundation Governor is underway.</p> <p>JMac offered to oversee the parent election.</p>		JMac
10.	<p><b>EPA (Eynsham Partnership Academy) MAT</b>  <b>Any EPA issues or developments to share with Governors</b></p> <p>The EPA strategy meeting will be held on 10<sup>th</sup> October at 5.30 pm</p>		
11.	<p><b>ANY OTHER URGENT BUSINES</b></p> <p>£5,000 of Sport Premium funding has been allocated to the Forest School. A Governor asked if this was justified. JJ confirmed that this is an appropriate use of sport funding. Children are encouraged to operate outdoors in a disorganised environment. This helps generate the skills and confidence required to enjoy a range of water and field sports in the future.</p>		
12.	<p><b>DATE OF FUTURE MEETINGS:</b></p> <p>Wednesday 2<sup>nd</sup> November 2022 at 6.30 pm (Governor monitoring visits focus)  Wednesday 11<sup>th</sup> January 2023 at 6.30 pm (Data AP1)  Wednesday 22<sup>nd</sup> March 2023 at 6.30 pm (Monitoring visits)  Wednesday 3<sup>rd</sup> May 2023 at 6.30 pm (Data AP2)  Wednesday 5<sup>th</sup> July at 6.30 pm (Data AP3)</p>		

## **Actions from this meeting**

Item 5	Prevent Certificates to EM	JS
Item 6.3	Quotation for wall repairs	JJ
Item 9.5	Parent Governor election	JMac
Item 7	Swimming Pool meeting community meeting	JJ
Item 12	Governor link meetings dates	All Govs