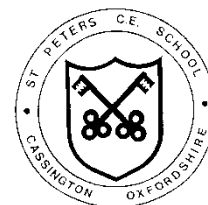




ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL
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LOCAL GOVERNING BODY MEETING

Tuesday 22nd March 2022, starting at 6.30 p.m. at school
 Please read papers in advance of the meeting
This meeting has a Governor Monitoring Visit focus

Items of Governor challenge are indicated in green

<p><u>Diocesan Governors</u> Claire Page (CP) Chair Elaine Sugden (ES) Duncan Fraser (DF) David Lockwood (DL) Jan Macdonald (JM) James Paulin (JP)</p> <p><u>Trust Appointed Governor</u> Iain Horner (IH)</p>	<p><u>Parent Governors</u> Hannah Want (HW) Anne Armitage (AA) Edward Black (EB)</p> <p><u>Staff Governors</u> Jon Jeffries (JJ) Headteacher Rob Miles (RM) Staff Governor</p>
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ITEM	TITLE	
1.	<p>Apologies for absence and welcome</p> <p>Claire Page welcomed all to the meeting.</p> <p>Apologies were received and accepted from Iain Horner (Trust appointed Governor) and David Lockwood (Diocesan Governor) and the meeting was quorate.</p> <p>Claire Page began the meeting with a prayer. The school prayer is displayed in the room where Governor meetings take place.</p> <p>CP explained that, on advice from EPA, agenda items will be reordered to emphasise 'school improvement' and 'safeguarding' as these are two critical areas of development and scrutiny.</p> <p>CP added that each agenda will also reference three key questions:</p> <ul style="list-style-type: none"> • What does the educational activity at St Peter's seek to achieve? • How does the performance of Peter's children compare to national and local benchmarks? 	

	<ul style="list-style-type: none"> How are resources managed to ensure the best outcomes for children? 	
2.	Declaration of any business or pecuniary interests 2021-2. Pecuniary interests relating specifically to this agenda There were no new pecuniary interests to declare.	

3.	Approval of the minutes of the LGB meeting held on 11th January 2022. The minutes of the meeting held on 11 th January 2022 were approved.		
4.	Actions Arising from FGB meeting on Tuesday 11th January 2022		
	Item 3	Governing body training in pupil progress and attainment date to be confirmed. A date for this training has yet to be confirmed. The meeting is likely to take place after the OFSTED visit.	JJ
	Item 6	Feedback from pool stakeholder meeting chaired by David Brown See agenda item 6	CP/J J
	Item 7.3	Governor monitoring visit to ICT See item 5	DL
	Item 7.4	Spirituality Statement – final agreement See item 10	JJ
	Item 11	Curriculum Statement – final draft See item 10	JJ

SCHOOL IMPROVEMENT

5.	<p>5.1 Headteacher’s Report to include any relevant issues to bring to the attention of Governors.</p> <p>JJ Presented the March Headteacher’s report. The data relates to the period January to March 2022.</p> <ul style="list-style-type: none"> Attendance is 92.3%. JJ explained that the school has been badly affected by the latest round of Covid infections. There are often 10 children absent on any one day. Staff absence has also increased significantly. JJ confirmed that staff had ‘pulled together’ and it had been possible to manage most of the cover in-house. A retired teacher had even returned to St Peter’s to help the school through this challenging time. Staff remain positive but are very tired. There are 12 children on the SEN register and 11 are in receipt of the Pupil Premium. The new pond is complete, and the chicken run has been constructed thanks to help from the community. Chicken and pond risk assessments have been written. The school has made one safeguarding referral to the early assessment team and the school has two Children We Care For. There have been no other safeguarding issues to report. Caroline Gardner left the school at Christmas. Her position has been covered without the need for an external appointment. 	
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- The after-school club continues to grow.

A Governor reminded colleagues that children absent from school are at risk. She added that the school had previously enjoyed attendance of 96%+ and she asked how the school was approaching this issue. RM explained that the school had rewritten the Attendance Policy and he hoped that the Board would be able to approve the new policy this evening. The policy was written following a training visit to a school in Stoke on Trent that had succeeded in tackling the problem of persistent absence. The new policy identifies the support that families facing persistent absence can expect to receive from the school, OCC and Social Services. However, it also establishes the principle of zero tolerance and sets an expectation that all children will attend school. The policy emphasises the impact of poor attendance on a child's life chances. RM explained that he personally monitors attendance at the end of each week will contact parents immediately a problem is identified. He explained that parents are often unaware of the scale and frequency of their own child's absence and will respond positively once they are made aware of this pattern. This approach has led to some initial success.

A Governor asked if the school can draw upon staff from other EPA schools to cover absence. JJ explained that all school in West Oxfordshire and the Trust face the same staff absence problems. There is no spare capacity. He added that cover agencies have also become overwhelmed and are unable to provide supply teachers. Most schools have been forced to organise cover internally. Indeed, Bartholomew School has been so badly affected by staff absence, it has been found it necessary to send Year 8 and Year 9 students home this week.

A Governor asked how the Parent Survey had been followed-up. JJ explained that the main issues have been shared with families via the school newsletter. The survey was largely positive, but two of the questionnaires had particularly negative comments. JJ has met with both these families at school and has explored the reasons for their disaffection. He reports that both sets of parents appear more positive following this conversation. Governors support this action and thank JJ for addressing this issue directly.

A Governor asked if the Parent Survey should be issued more frequently. JJ explained that the survey is helpful but is really a 'snapshot' of how parents feel at one moment in time. JJ and RM greet parents at the school gate each morning. This gives parents the opportunity to share concerns, to offer advice and give thanks. These transactions provide helpful, 'live', market research.

A Governor was pleased that the staff survey did not identify any well-being issues. However, busy, hard-working, and committed staff who appear to be coping, can suddenly become ill. Are senior staff able to identify the impact of stress? JJ explained that the school had a culture of hard work supported by a collective determination to ensure that the school improves. However, the staff team at St Peter's is a small, close knit and supportive community. Senior staff are sensitive to any sign of pressure or overload and will take pre-emptive action to reduce this pressure if necessary. CP added that the

Trust has easily accessible and confidential support and counselling services for any colleague in difficulty.

A Governor asked how the most recent survey compared to earlier surveys

JJ felt that the responses to the March 2020 surveys were similar to previous surveys. There is no 'stand out' variance

5.2 Governor Monitoring Visits. Feedback from Governor monitoring visits that took place between 28th February 2022 and 7th March 2022
<https://app.governorhub.com/g/stpeter'scofeprimaryschoolcassington/docs/5475866a3a4def02002a5005>

5.2.1: AA visited school on 10th February. The day started with a whole school assembly during which children were asked, 'What have you done to encourage someone today?' and 'What have you done to help someone achieve their goals?' These themes were further explored by AA's questions. AA was able to confirm that the children all know the school vision and most of the words to the school song. AA received positive responses to questions about safety and behaviour. She has produced a useful anonymised summary of this conversation and it can be found on GovernorHub.

5.2.2: AA visited Michelle Glass (SENCO) on 9th March. The visit considered the implications of the latest AP2 data for SEND. The visit also reviewed the use of the resources available to the department. AA was invited to participate in a learning walk. She was able to see the one-to-one intervention space, the use of specific maths interventions in the classroom and the strategic use of TAs by the department. She concludes that writing is the area most affected by the pandemic and a key area of focus for Michelle and her team. AA confirmed that the development activities observed relate directly to the School Improvement Plan. The department was able to demonstrate anonymised case studies that showcase the positive impact of the work of the department.

A Governor asked if the SEN data provided by Michelle was anonymous. JJ explained that any pupil information shared with Governors will generally be anonymous. However, to monitor SEN successfully, Anne needs to be able to quickly identify named SEN children in a mixed class. There will be no reference to these names in the subsequent SEN monitoring visit report.

A Governor asked in SEN funding was proportionate to the number of children on the register. For example, if the number of SEN children doubled, would funding double? JJ explained that it would not. Funding is not pro rata and there is often a time delay in recovering the cost of a child's SEN support. For example, EHCPs take a vast amount of time to prepare, and they are often not approved immediately. If the number of SEN children doubled, the school would have to reallocate precious resources away from other activities.

5.2.3: CP visited school on 9th March to observe activities relating to whole class reading. This is a school improvement plan priority. CP discovered that the about the 'Big Write' had been introduced

<https://www.twinkl.co.uk/teaching-wiki/big-write> CP met with children from KS1 and KS2 and was able to ask them questions. She also observed classroom evidence of formative assessment in pupil workbooks. She found that that phonics teaching remains a key development issue and that the school will transition to a new strategy in September 2022.

5.2.4: ES visited the Nursery and Reception class to see the impact of Forest School learning. She explained that the new chickens were in residence and had started to lay eggs. This had caused intense excitement! She observes that all learning was calm, purposeful, and structured. The displays in the classroom were vibrant and supported learning. She was able to see the class scrapbook, and this featured photographs of the children and examples of their work relating to Christian and Hindu festivals. She attended an excellent assembly led by the vicar.

5.2.5: JM made a pupil voice visit to school on January 27th. She met with children in groups and talked to others at lunchtime. Questions included, 'Do you feel safe?', 'What would you like to change at school?', 'What do you like best at school?'. The answers to questions were overwhelmingly positive. All the older children knew and understood the school values. JM has made an anonymised record of the responses, and this is a useful point of reference for school leaders.

5.2.6: AA visited Rob Miles to discuss developments in Mathematics on 2nd March. Achieving maths mastery ("Pupils acquiring a deep, long-term secure and adaptable understanding of the subject") is a development plan objective. Rob explained that the AP1 data (Oct 2021) had identified issues with the progress of Year 1 and Year 2 mathematicians. All other groups were 'on track'. AA was made aware of several key developments in the subject since her last visit in October. These included whole-staff training and membership of the Berks, Bucks and Oxon partnership, the use of '5 big ideas', the impact of book looks and investment in resources such as White Rose maths. <https://whiterosemaths.com>

A Governor asked how student assessment data is used in mathematics. RM explained that summative assessments take place each term and these are used to identify those children who may have 'slipped' and those that are close to the threshold and require an extra push to cross the line.

Summative assessment takes place continually and this process is evident in pupil workbooks. This type of assessment shapes and guides the progress of each student. JJ added that evidence can also be provided through Governor monitoring visits. Colleagues are encouraged to ask children:

- What are you learning?
- What progress have you made? What do you know now that you did not know earlier? What can you do now that you could not do earlier?

5.3 Budget Update - Period 6 monitoring Report

The school has received £12,000 for professional services provided to Hanborough by JJ and £31,000 for the provision of wrap-around-care. The

	<p>repairs to the building following the tornado have been £6,000 and £3,000 has been invested in resources to support the phonics programme.</p> <p>After-school club has the potential to generate £20,000 pa of new income</p> <p>CP added a cautionary note. The additional income streams are very welcome and enable the school to invest in additional resources such as the new notice boards. However, such funding is unpredictable and fickle and cannot be relied upon to offset a budget deficit. Governors must retain a tight oversight of GAG funding and staff expenditure as these items represent over 80% of the budget.</p> <p>5.4 SEF and SDP</p> <p>The SEF and SDP documents have been updated and circulated to Governors. The SDP has been RAG-rated. JJ feels that extraordinary progress has been made in certain areas (such as the curriculum). Other items are likely to be carried forward to 2022-3. The 2022-3 SDP may not be as detailed.</p>	
6.	<p>UPDATE: SCHOOL POOL, PARENT ASSOCIATION, COMMUNITY ISSUES</p> <p>JJ reported that one of the school's stone walls has bowed and there is also evidence that some of the masonry has broken loose. JJ has reported the issue to EPA and the wall has been inspected. The EPA premises team conclude that there is no danger that the wall will collapse but that the issue does need to be addressed. The repairs are likely to cost £10,000 and the school understands that the Council is liable for this work. Senior staff will make the narrow area of grass on the school side of the wall out of bounds and JJ will continue to monitor the wall each morning. EB will consult his professional contacts and ask for advice regarding ownership of the wall and liability. The Board feel that DL is likely to be able to provide advice, engage the council and generally move things forward.</p> <p>The 900th anniversary of St Peter's Church will take place in January 2023. The school will be involved in the celebrations. DF has already met with members of the school community and a musical experience is currently under development.</p> <p>A swimming pool stakeholder meeting, chaired by David Brown (EPA), took place earlier in the term. The outcomes from the meeting are:</p> <ul style="list-style-type: none"> • The pool has been inactive for two years and cannot be reactivated easily. Repairs and maintenance will be needed. • Consequently, children in years 5 and 6 will travel to Witney pool this term for their swimming lessons. • The parent support group that has enabled the pool to function in the past has declined during the pandemic. The pool will not be able to re-open until a roster of freshly trained volunteers are in place. • EPA has legal responsibility for all pool-based activities. 	<p>EB DL</p> <p>DF</p>

	<ul style="list-style-type: none"> • A long-term decision about the future of the pool will be made in due course. <p>Bike night has been revived and will take place on June 27th, 2022.</p>	
7.	<p>POLICIES TO BE REVIEWED</p> <p>7.1 Pond Policy 2022 A Governor asked if a pond risk assessment was in place. JJ confirmed that it was. Any teacher using the pond for teaching purposes will be required to read the risk assessment before taking children outside. Children will learn ‘the rules of the pool’ in their first lesson. The Pond Policy 2022 was approved by Governors</p> <p>7.2 Attendance Policy 2022 A Governor asked for an explanation of the reference to ‘special features’ regarding the attendance of traveller children. JJ explained that a protocol and procedure existed to protect the rights of this minority group. https://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/EDAS/gypsyromatravel/Attendance_Advice.pdf The Attendance Policy 2022 was approved by Governors.</p> <p>7.3 Volunteers’ Policy 2022. The Volunteers’ Policy 2022 was approved by Governors</p>	
8.	<p>GOVERNING BODY BUSINESS</p> <p>8.1: Governor training planned or complete</p> <ul style="list-style-type: none"> • AA completed Prevent Training on 27th March and gained her Safer Recruitment qualification on 1st February • JM attended a Virtual Governor Briefing on 17th March • JS attended a Clerk’s briefing on 17th January. This gave notice of changes to the clerking service in September 2022 • CP attended the Virtual Governor Briefing on 17th March and Effective Governance (Safeguarding) on 26th January • ES attended the Virtual Governor Briefing on 17th March and Preparing for OFSTED on 8th February • CP and AA will Gain their Safer Recruitment Certificates on 29th March. <p>CP explained that several Governors have yet to complete the required safeguarding training. This includes Prevent training. Moreover, many of the safeguarding qualifications acquired earlier are now out of date. The school office has a full record of safeguarding modules completed and the qualifications that have expired. The safeguarding training is online and easy to access through the ‘Safesmart’ link. https://safesmart.co.uk/training-course-library/safeguarding-and-prevent/</p> <p>8.2: Terms of Office coming to an end. Hannah Want’s term of office will end on 21st September 2022 and David Lockwood’s term of office will end on 13th November 2022. Hannah is a Parent Governor and David is a Foundation Governor.</p>	

	8.3: Governor website page 2021-2 Governor Attendance needs to be added to the website	JS
9	EPA (Eynsham Partnership Academy) MAT AA explained that the January EPA Chair of Governor meeting focused on training and the launch of the EPA learning platform	
10.	ANY OTHER URGENT BUSINESS JJ explained that the school website had been updated with fresh content. For example, the latest information references global awareness, and includes a community curriculum statement that establishes the intent, implementation and impact of the curriculum.	
12	DATE OF FUTURE MEETINGS: Tuesday 3 rd May 2022 LGB (AP2 Data) Tuesday 12 th July 2022 LGB (AP3 Data and SATS)	

*March 2022 with Papers to GovernorHub for LGB access
(7 days before meeting date)*

Actions from the Meeting

Item 1	Agenda priorities adjusted to emphasise school improvement and safeguarding. The following questions to be added to each agenda <ul style="list-style-type: none"> • What does the educational activity at St Peter's seek to achieve? • How does the performance of Peter's children compare to national and local benchmarks? • How are resources managed to ensure the best outcomes for students? 	JS
Item 6	Damaged wall - who owns wall, who is liable for repairs?	EB and DL
Item 8	Safeguarding and Prevent training through https://safesmart.co.uk/training-course-library/safeguarding-and-prevent/	All
Item 8	2021-2 Governor attendance to Emily	JS