



LOCAL GOVERNING BODY MEETING

4th May 2021 at 6.30 p.m.

Minutes

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| <p><u>Diocesan Governors</u> Claire Page (CP) Chair Elaine Sugden (ES) Duncan Fraser (DF) David Lockwood (DL) Jan Macdonald (JM)</p> <p><u>Trust Appointed Governor</u> Iain Horner (IH)</p> | <p><u>Parent Governors</u> Anne Armitage (AA) Edward Black (EB)</p> <p><u>Staff Governors</u> Jon Jeffries (JJ) Headteacher Dan Long (DLo)</p> <p>In attendance: Jonathan Smith, OCC Governor Services</p> |
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| 1. | <p>Apologies for absence and welcome</p> <p>Apologies were received and accepted from Hannah Want.</p> <p>The meeting was quorate and chaired by Anne Armitage.</p> <p>Anne started the meeting with a prayer.</p> | |
| 2. | <p>Declaration of any business or pecuniary interests in agenda items and completion of fresh pecuniary interest forms</p> <p>There were no fresh pecuniary interests to report.</p> | |
| 3. | <p>Governor Business</p> <p>AA explained that three Governor terms of office were due to expire in 2021.</p> <ul style="list-style-type: none"> • Duncan Fraser's term as Diocesan Governor will end on 31st August 2021; • Jan Macdonald's term as Diocesan Governor will end on 31st August 2021; • Dan Long's term as Parent Governor will end when he leaves the | |

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| | <p>school to take up a promoted post elsewhere, in July 2021.</p> <p>CP explained that an application has been received from a party, keen to join the Board as a Diocesan Governor. The necessary formalities are currently being undertaken and the application has been received and accepted by the Diocese. The applicant is likely to be appointed at the July FGB meeting.</p> <p>The new appointee is, professionally, a finance expert and it was agreed to make slight changes to the membership of committees. The applicant will join the Finance Group in place of Jan Macdonald who will now have the capacity to lend more expertise to general governance issues going forward.</p> <p>Ed Black will also join the Finance Group, replacing Catherine Chapman</p> <p>ES will be EB's 'Buddy' and AA will be 'buddy' for the new Diocesan Governor</p> | <p>JM</p> <p>EB</p> <p>ES AA</p> | | | | | | | | | | | | | | | | | | |
| 4. | <p>Approval of Minutes of LGB meeting held on January 5th 2021</p> <p>The minutes were approved</p> | | | | | | | | | | | | | | | | | | | |
| 5. | <p>Actions Arising from FGB Meeting held on January 5th 2021</p> <table border="1"> <tr> <td>Item 2</td> <td>Claire Page to seek reappointment by the Diocese as a Foundation Governor <i>Action complete</i></td> <td>CP</td> </tr> <tr> <td>Item 3</td> <td>Parent Governor recruitment and election <i>Action complete</i></td> <td>JJ/ CP</td> </tr> <tr> <td>Item 3</td> <td>Any adjustments to membership of committees following Catherine's resignation. AA to become SEN link Governor. <i>See item 3</i></td> <td>CP</td> </tr> <tr> <td>Item 7</td> <td>Plans to use Oxford Brookes students during lockdown <i>JJ explained that this was an excellent idea and thanked ES for making this suggestion at the last meeting. A Brookes student joined the school for four weeks during lockdown and made an outstanding contribution.</i></td> <td>JJ</td> </tr> <tr> <td>Item 7.3</td> <td>Covid-catch up report on website <i>Action complete.</i></td> <td>JJ</td> </tr> <tr> <td>Item 7.6.1</td> <td>Update - play equipment bid <i>The organisation engaged to help raise the required £10,000 has been unable to take the bid forward. The school is planning to organise an alternative in-</i></td> <td>JJ</td> </tr> </table> | Item 2 | Claire Page to seek reappointment by the Diocese as a Foundation Governor <i>Action complete</i> | CP | Item 3 | Parent Governor recruitment and election <i>Action complete</i> | JJ/ CP | Item 3 | Any adjustments to membership of committees following Catherine's resignation. AA to become SEN link Governor. <i>See item 3</i> | CP | Item 7 | Plans to use Oxford Brookes students during lockdown <i>JJ explained that this was an excellent idea and thanked ES for making this suggestion at the last meeting. A Brookes student joined the school for four weeks during lockdown and made an outstanding contribution.</i> | JJ | Item 7.3 | Covid-catch up report on website <i>Action complete.</i> | JJ | Item 7.6.1 | Update - play equipment bid <i>The organisation engaged to help raise the required £10,000 has been unable to take the bid forward. The school is planning to organise an alternative in-</i> | JJ | |
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| | <p><i>house fund-raising campaign that, it is hoped will capture the interest of the whole village.</i></p> <p><i>There are plans to hold an auction of promises to raise funds that will be used to completely redevelop the EYFS area.</i></p> <p><i>JJ explained that school will commission a professional video to promote the campaign. This will include a 'what EYFS could look like in the future' visual.</i></p> | | |
| | Item 11 | Slight adjustments to policies <i>Complete.</i> | DL DF JJ IH |
| 6. | <p>EPA MAT - Feedback, EPA Chair of Governors Meeting</p> <p>The Chair of Governors meeting has recently taken place and attendees were invited to contribute to the EPA strategic plan. CP reported that the meetings are informal and that minutes are not taken. However, there is a strong sense of drive and purpose. The Strategic Plan will be circulated to colleagues before half term</p> | | |
| 7. | <p>HEADTEACHER'S REPORT</p> <p>JJ identified a number of key issues:</p> <ul style="list-style-type: none"> • There are currently 97 children on roll (9 more than this time last year) • The school has three looked after children (LAC) • Attendance is 98.4%. Only two children are described as 'persistent absentees) • There have been no fixed term exclusions this year • Senior Leaders have undertaken 44 'Lesson drop-ins' this year 96% of them have met the expected standard. Staff who did not meet the standard have been supported through confidential, one-to-one professional development. The issues have not reoccurred. • The school currently has 3 staff vacancies. In term two, 44 days were lost as due to Covid related issues and 14.5 through other illness. The school is currently recruiting an Assistant Headteacher. The advertisement for the post has received 15 initial responses. • There are currently 15 children registered for the Reception class (three less than September 2020) | | |

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| | <ul style="list-style-type: none"> • Budget income has been boosted by £7,500 received from Cropredy school for professional support services and a £12,500 received from EPA in response to short-term pupil numbers 2020-1. IH, EB JJ and a potential new Governor with finance expertise, will meet before the end of the month to finalise the budget. The budget will be shared with colleagues, for approval, online. • New signs displaying the school vision have been installed around the site. The school prayer is now complete, and this is displayed by poster in each classroom. <p>A Governor asked how staff well-being was being supported. She was concerned that staff absence in Term 2 had been high. JJ explained that most of the staff absence in term 2 had been Covid related. The non-Covid absence had been related to circumstances and illnesses that would be expected at that time of year. There was no evidence that staff were absent through work related issues or that they considered the workplace to be a less safe environment during the pandemic. JJ explained that a purposely trained member of staff provides a discreet and confidential well-being clinic at the school each week. This is available to all staff. The school has also recently commissioned a commercial staff well-being programme that features staff training and general support.</p> <p>A Governor suggested that each new member of staff should be given the opportunity to meet a Governor within the first few weeks of the new term. Governors felt that this was a good idea. The conversation would give new colleague the opportunity, in an informal setting, to discuss any issues with a third party. It could also raise the visibility of the Governing Body. It was agreed that CP will meet with the new Assistant Headteacher and HW will meet with the new EYFS teacher in September 2021.</p> <p>A Governor asked how stakeholder feedback such as positive letters of praise from parents were shared with staff. JJ explained that such messages were circulated (if personal) or posted in the staff room (if general).</p> <p>A Governor asked when the SIAMS inspection would be taking place. JJ explained that he was disappointed that the inspection had been delayed by the pandemic. He felt that the school had strong and embedded evidence of the 'excellent' criteria. The inspection is likely to fall in 2021-2.</p> <p>A Governor asked how the school had managed to acquire the additional TA hours needed to support those children most affected by the pandemic. JJ explained that the Covid catch-up funding had been used to secure additional hours from the school's existing pool of TAs. JJ feels that the use of TAs, who know the children, is a far more effective catch-up tool than any commercial tutoring programme.</p> <p>A Governor asked how equalities opportunities are exercised during the recruitment process. JJ explained that the equalities policy and strategy is established and monitored by EPA and that the Trust maintains records of</p> | <p>IH EB JJ</p> <p>HW and CP</p> |
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the characteristics, religion and ethnicity of new appointees at each school. He added that, for a variety of reasons, applicants for posts at St Peter's do currently tend to emanate from a white-British background. EPA is aware that this is a general issue in all Trust schools.

A Governor asked how staff development was organised. JJ explained that staff development and training was discussed and planned during one-to-one appraisal meetings in October. Interim staff appraisals at Easter confirmed progress (or otherwise) in this regard.

AP2 Data

JJ introduced the latest AP2 student data. He asked IH to provide a synopsis of the results and then invited Governors to ask the questions after the presentation.

IH explained that the children were assessed shortly after returning from lockdown on March 8th. At this stage, pupils were not yet 'match fit' and the results, although very helpful, are likely to be most affected by lockdown. The conclusions are:

- Despite lockdown most children were able to make the 'gold standard' 6 levels of progress. Progress across the school is very encouraging.
- Attainment across the school is strong, particularly in reading and writing.
- The school has been more successful than others in maintaining challenge and pace during lockdown, through carefully differentiated home learning. The strong progress and attainment data is evidence of this impressive work.
- It is difficult to make any general conclusions about PP or SEND pupils because there are so few. Any average will be wildly skewed by just one child.
- Year 3 appears to have the most significant need. There is a high concentration of SEND children in this particular year group.

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| Year 3 | Maths | 17.6% of children achieving below Age Related Expectations |
| Year 3 | Writing | 16.6% of children achieving below Age Related Expectations |
| Year 3 | Reading | 17.6% of children achieving below Age Related Expectations |

- IH feels that DLo and JJ have a strong understanding of the progress and attainment data in a whole year group and the whole school context. They are also able to discuss the data relating to a particular child, as they know each pupil as an individual.
- The AP3 assessment will be undertaken in June 2021.

DLo explained that OFSTED will be interested in the progress made by children between KS1 and K2. They will be less interested in attainment

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| | <p>and will prefer to concentrate on progress as reflected in reported data, rather than the school's own in year projected targets. He explained that the school was now expected to produce a combined ARE scaled progress score. For example, if the scaled progress of a child at the end of KS1 was 100, and progress at the end of KS2 is 95, the child has made less progress between KS1 and KS2. OFSTED will ask why progress has not been sustained and invite senior leaders and Governors to explain the actions taken to address this problem.</p> <p>A Governor asked how those individual pupils who most need help and support will be identified. DLo explained that after each Assessment Point, children who are not sustaining the progress achieved earlier in their school career will be identified on the system by a 'red' mark. Thus, three times a year, a whole school progress check can be undertaken. Interventions can be mobilised as required.</p> <p>A Governor observed that, in the past and using different data, Governors had observed a dip in performance following the transition of children from one identified class to the next. This seems to remain a problem, even in a progress-based system. JJ explained that the assessment point progress data would immediately identify any structural issues in the school that affected a whole class. OFSTED will expect school leaders to provide evidence that they have identified this deficit and have taken action to address any contributory professional issues.</p> <p>A Governor asked if secondary schools provided any feedback indicating whether the St Peter's is providing children with necessary skills and knowledge to succeed at KS3. DLo explained that secondary schools use SATS data to group children for learning in Year 7 and 8 and that GCSE predicted grades are derived from SATS results. The legacy of a child's primary education is far reaching, and secondaries are always keen to encourage best practice, and to remain in close contact with their feeder schools.</p> | |
| 8 | <p>UPDATE: SCHOOL POOL, PARENT ASSOCIATION, COMMUNITY ISSUES</p> <p>JJ confirmed that the pool will remain closed for the remainder of this academic year</p> <p>CP and DF reminded Governors that it will be 900-year anniversary of the consecration of the St Peter's Church in January 2023. Celebrations involving children and staff from the school are planned.</p> | |
| 9. | <p>PREVENT DUTY/ HEALTH & SAFETY/SAFEGUARDING</p> <p>There are no issues to report</p> | |
| 10. | <p>POLICIES</p> <ul style="list-style-type: none"> The Appraisal Policy for Headteachers and Teachers 2021 was approved. | |

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| | <ul style="list-style-type: none"> The Staff Concerns at Work (Whistleblowing) Policy 2021 was approved <p>CP reminded the Board that she was the ‘whistleblowing governor’ and that her contact details are displayed in the staff room.</p> | |
| 11. | <p>ANY OTHER URGENT BUSINESS</p> <p>JS will provide EB with details of OCC induction training.</p> <p>The meeting ended at 8.00 pm</p> | JS |
| 12. | <p>DATE OF FUTURE MEETING:</p> <p>13th July 2021</p> | |

Actions

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| Item 3 | Appointment of Diocesan Governor | All Govs |
| Item 4 | Fundraising - ‘Promises Auction’ update | JJ |
| Item 7 | Presentation of AP7 Data | IH DLo |