

# ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL



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LOCAL GOVERNING BODY MEETING  
Tuesday 22<sup>nd</sup> September 2020 at 6.30 p.m.

Held partly in the school hall, and partly online via Zoom

## **Draft Minutes**

<p><u>Present in person</u> <u>Diocesan Governors</u> Anne Armitage (AA) Iain Horner (IH) Claire Page (CP) Chair Elaine Sugden (ES) (from 6.50 pm)</p> <p><u>Staff Governors</u> Jon Jeffries (Headteacher, JJ) Dan Long (DLn)</p> <p><u>In attendance in person</u> David Brown, CEO of Eynsham Partnership Alliance (until 7.00 pm)</p>	<p><u>Present online</u> <u>Diocesan Governors</u> Duncan Fraser (DF) David Lockwood (DL)</p> <p><u>Parent Governors</u> Catherine Chapman (CC) (from 7.00 pm)</p> <p><u>In attendance online</u> Clare Saunders, OCC Clerk</p> <p><u>Apologies for absence</u> <u>Diocesan Governors</u> Jan Macdonald (JM)</p> <p><u>Absent – no apologies received</u> <u>Parent Governors</u> Hannah Want (HW)</p>
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The meeting opened at 6:30 pm with a prayer.

Before the formal business of the meeting, CP introduced David Brown, CEO of the Eynsham Partnership Alliance. David had been notified of two questions which JM had sent in advance, and said that he was happy to answer them, as follows:

1. *The Diocesan web site states “All **Voluntary Aided schools** are their own admissions authorities as are **Academies**. These schools set, consult on and determine admission arrangements for themselves.” We have been part of the MAT for several years now and in all that time St Peter’s has considered itself a Church of England VA school with a specific responsibility to our own Admissions. It was one of main things that made us ‘different’ from the other church schools. When there has been an issue with Admissions, governors have considered the matter and if unresolved, consulted the Diocese. Is this something that has changed more recently, or have we been misunderstanding the Diocesan statement? Should we still be following the ‘Diocesan Guide to Admissions’? May we have clarity as to exactly what the responsibility of the governors in a CofE VA school is with regards to Admissions? Will the EPA be introducing a generic Admissions policy and if so, will it differentiate between non-church and church schools, particularly VA schools?*

David responded to this question saying that there had been no change to admissions – any appeal would go to the EPA and be dealt with by them but nothing had changed and it was still for the school itself to deal with admissions in the usual way. He added that he hoped the headteachers of primary schools would work together so that if one school was full, parents would be told of other schools with places, and he confirmed that the school should continue to deal with admissions as they had done in the past.

JJ added that there had been a high demand for places in Foundation Stage this year, and that he had needed to know whether he could admit more children, so he had sought advice from the EPA on this point. David agreed that, technically, the EPA was the admissions authority but that its role was to support the school.

2. *The Headteacher’s Appraisal has been undertaken with the assistance of a Diocesan Advisor for many years. Governors have been trained in this process and Frances Bartlett circulated the current guidance in a recent email. Does the school no longer have a choice in how the appraisal is conducted as I understand that the EPA has now opted out of the Diocesan service? Will training be available for governors in this new approach?*

David replied that the appraisals are usually done by the Chair and the CEO, and that, as the Headteacher’s line manager, he is legally accountable; he added that some schools include the Vice Chair so that there are three people in the process with the Headteacher and that he is more than happy for more than one Governor to be involved. He said that it was important to ensure that the appraisers are in agreement and that it was his role to work with the governors and support them.

JJ reminded Governors that the school had opted out of the county Diocesan Service Agreement but said that Ruth Bennie was still available for advice and support two days a year.  
(6.50 pm – ES joined the meeting.)

David emphasised that the Directors of the Trust do not involve themselves in matters of curriculum – they provide infrastructure support for the school.

David updated the Governors with news from the EPA, namely that Julian Soanes, the Diocesan Rep, is the new Chair of Trustees, that the EPA will be formulating a new three year plan and that he would be asking Governors for their thoughts and input. He added that the EPA is working with Heyford Park School with a view to them joining the Trust in the near future, and he referred to the support which JJ and DLn are giving Cropredy School, which brings some funds into the EPA, which will be passed directly to St Peter’s.

CP thanked David for his attendance at the meeting and for his very helpful contribution.  
(7.00 pm – David Brown left; CC joined the meeting.)

ITEM		WHO
1.	<p><b>Apologies for absence and Welcome</b></p> <p>Apologies had been received from Jan Macdonald (JM) and were accepted.</p> <p><b>The meeting was quorate.</b></p>	
2.	<p><b>Declaration of any business or pecuniary interests in agenda items and completion of fresh pecuniary interest forms</b></p> <p>The Clerk reminded all Governors of the need to complete new pecuniary interest forms so that the Register for this year can be finalised. She</p>	

	<p>clarified that in the current situation forms did not need to be personally signed as long as they had a typed signature and were submitted from Governors' usual email addresses.</p> <p><b>Action:</b> Each Governor to complete a pecuniary interest form and return it to Jonathan Smith.</p> <p>There was one declaration of interest: IH stated that he is the Headteacher of a local school (Chesterton Church of England Primary School).</p>	<b>All Govs</b>
3.	<p><b>Election of Chair of Governors 2020-21</b></p> <p>The Clerk confirmed that the elections for Chair and Vice Chair had taken place confidentially in advance of the meeting.</p> <p>Claire Page was appointed Chair of Governors, St Peter's C of E Primary School, for 2020-21.</p> <p><b>Election of Vice Chair of Governors 2020-21</b></p> <p>Jan Macdonald was appointed Vice Chair of Governors, St Peter's C of E Primary School, for 2020-21.</p>	
4.	<p><b>Approval of Minutes of LGB meeting held on 17 March 2020</b></p> <p>There was one amendment to the minutes of the meeting held on 17 March 2020:</p> <p>page 4, <b>Well-being</b>, 4<sup>th</sup> bullet point, should read: <i>Carefully prepared assemblies are a key component of the well-being curriculum.</i></p> <p><b>Subject to this amendment, the minutes were approved by Governors and signed by CP.</b></p>	
5.	<p><b>Actions Arising from FGB Meeting held on 17 March 2020 or from EAC meetings held during the lockdown period</b></p> <p>CP referred to the current Covid-19 pandemic which had resulted in the temporary closure of schools shortly after the previous meeting of the full governing board, and told Governors that in the intervening months many of the actions from that meeting had been pursued at Head's liaison meetings.</p> <p>She emphasised that despite the current unprecedented situation, it was still important to give Governors the chance to report on their monitoring visits, and that it was hoped these visits could continue, although further clarification on this was needed in view of the new government guidelines.</p> <p>It was agreed that reports on RE, PE and ICT visits would be given at the next LGB meeting.</p> <p><b>Action:</b> The Clerk to ensure that these reports are on the agenda for the meeting on 6 October 2020.</p>	<b>Clerk</b>

6.	<p><b>EPA MAT – Feedback, EPA Chair of Governors Meeting</b></p> <p>As David Brown had already spoken before the meeting, there was nothing additional to report.</p>										
7.	<p><b>GOVERNING BODY BUSINESS</b></p> <p><i>ITEMS OUTSTANDING AT THE START OF THE YEAR. LGB CHECKLIST.</i></p> <p><i>7.1 Review the membership and leadership of each committee.</i></p> <table border="1" data-bbox="233 477 1329 1240"> <tr> <td data-bbox="233 477 600 730">Foundation and Admissions Committee</td> <td data-bbox="600 477 967 730">DF (Chair)</td> <td data-bbox="967 477 1329 730">JM CP ES DL</td> </tr> <tr> <td data-bbox="233 730 600 983">Finance and Resources Committee</td> <td data-bbox="600 730 967 983">CC (Chair)</td> <td data-bbox="967 730 1329 983">IH JM DL Ros Avery</td> </tr> <tr> <td data-bbox="233 983 600 1240">Performance and Impact Committee</td> <td data-bbox="600 983 967 1240">CP (Chair)</td> <td data-bbox="967 983 1329 1240">AA DLn IH HW</td> </tr> </table> <p>CP asked whether any Governors would like to change committees; there were no changes to be made.</p> <p><i>7.2 Agree membership and terms of reference of any working groups established or to be established.</i></p> <p>There were no working groups to be established.</p> <p>CP said that she had written to Ros Avery about the terms of reference for the Finance and Resources committee, as some of the current content was not now relevant, and that Ros would be looking at it along with other terms of reference on behalf of schools in the EPA.</p> <p>The Clerk reported that there are templates for terms of reference available from OCC but said that these may be more suitable for maintained schools.</p> <p><b>Action:</b> DF and CP to look at the terms of reference for the other two committees and report back at the next meeting.</p> <p><i>7.3 Ensure all Governors have completed a DBS check and section 128 check.</i></p> <p>As there have been no new Governor appointments, the checks are</p>	Foundation and Admissions Committee	DF (Chair)	JM CP ES DL	Finance and Resources Committee	CC (Chair)	IH JM DL Ros Avery	Performance and Impact Committee	CP (Chair)	AA DLn IH HW	<p style="text-align: center;"><b>CP DF</b></p>
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complete.

*7.4 Confirm all Governors have read 'Keeping Children Safe in Education Sept 2020'.*

CP confirmed that the new version of this document is on GovernorHub. DF asked whether the changes would have any major effect on the school's current procedures. JJ replied that there were no major changes, and CP said that she had sent a link to a page which summarised the changes. The changes are listed in Annex H of the document.

*7.5 Appoint Link Governors to specific roles as required: Child protection; Health & Safety; SEND; Pupil Premium; training, GDPR, swimming.*

Link Governors were confirmed as follows:

Child Protection	AA and JM
Health & Safety	DL
SEND	CC
Pupil Premium	JM
Training	JM and CP
GDPR	DL
Swimming	IH – curriculum expectations DL – H&S issues

JJ commented that – before lockdown – he had met with DL to consider OCC policies and discuss how to organise swimming for the school, but that a new discussion would be needed this year in light of the current situation.

DLn suggested that it would be useful, as part of the Performance and Impact Committee, to have a Link Governor for Data, to summarise the data for the rest of the Governors, and assist them in formulating questions for the Headteacher. It was agreed that the committee would meet to do this, and that they could also appoint a Link Governor.

**Action:** CP to arrange a date for the committee to meet.

*7.6 Confirm Whistle-blowing procedures are in place and consider appointing a Whistle-blowing Governor.*

CP was confirmed as the Whistleblowing Governor.

*7.7 Review Skills Audit to ensure Governing Board has correct skills mix for year ahead.*

CP asked that everyone complete the Skills Audit which had been sent out.

**Action:** All Governors to complete the Skills Audit by 6 October 2020.

*7.8 Consider Governor recruitment, succession planning and terms of office coming to an end.*

CP commented that her own term of office will end in November and highlighted the need for succession planning. She suggested that

CP

All  
Govs

	<p>Governors needed a discussion to plan for the future as a team. She reminded Governors that JM has been a Governor for 17 years and that although she has passion and great commitment to the role, it should not be assumed that she would always want to take responsibility for so much of the work. CP suggested that if any of the other Governors wanted to take on more responsibility, they should let her know. She added that the work of a Governor provides personal development opportunities and leadership possibilities which can support Governors' professional lives.</p> <p><b>Action:</b> all Governors to consider whether they could take on additional duties and to contact CP if so.</p> <p><i>7.9 Governor Training planned or undertaken.</i></p> <p>ES and AA confirmed that they had both done the Governors' Induction training online this month.</p> <p><b>Action:</b> all Governors to notify Jonathan Smith if they attend training (either in person or online) so that it can be recorded.</p> <p>JJ told Governors that the Diocese produce a training calendar for the year.</p> <p><b>Action:</b> CP to make enquiries about the Diocese training.</p> <p><i>7.10 Re-confirm individual approval of Governor Code of Conduct.</i></p> <p>CP encouraged Governors to read through the Code again as a useful reminder of their responsibilities.</p> <p><b>Action:</b> all Governors to read the Code of Conduct.</p> <p>Governors agreed to adopt the Code of Conduct again this year.</p>	<p>All Govs</p> <p>All Govs</p> <p>CP</p> <p>All Govs</p>
8.	<p><b>COVID CATCH-UP/SCHOOL DEVELOPMENT PLAN AND SEF</b></p> <p><i>8.1 Issues to bring to the attention of Governors relating to the COVID-19 Risk Assessment.</i></p> <p>JJ reported that, since reopening, the measures which had been put in place (eg one way system, staggered starts to the school day etc) were working well, and that he was confident that the school was operating as well as it could within the current restrictions. He explained that the children are in "bubbles" within their classes but that there is an issue where families have children in different year groups, because children from different bubbles mix. He said that, from a parent's point of view, the system may look ineffective for this reason, but that it was the best the school could do, and that the gaps between the different start times had been kept reasonably short so that parents of children in different year groups did not have to wait around too long.</p> <p>JJ informed Governors that he and DF had been carrying out collective worship for various year groups, working within the guidelines, and that the current arrangement felt safe. DLn commented that JJ had done a superb job in the highly unusual and extremely difficult situation this year, that he had worked incredibly hard and been very supportive of staff both during lockdown and since the school had reopened. AA agreed, adding that, as a</p>	

Parent Governor, she thought everything had been very well organised, that communication with parents had been excellent and that the new procedures were carried out in a calm, straightforward way.

JJ said that he needed to draw Governors' attention to one issue. Over the summer, because there had been underground leaks in the past, there had been new overhead pipework installed. The firm which came to do the work told him that – because of the COVID-19 risk – there would be a risk in having heaters which blew hot air around the rooms, and that the school would ideally need new heaters. JJ said that he had raised this issue with the EPA and that he would be encouraging classes to keep windows open for ventilation unless it was too cold, but that this was a balancing act between keeping rooms heated and avoiding spreading the virus. The EPA agreed that this is acceptable risk management.

IH commented that heaters would not really increase the risk of the virus, as the room would already be full of children breathing the same air as each other anyway. JJ agreed, commenting that it was a matter of doing the best in a difficult situation – of managing rather than eliminating risk.

Referring to the Risk Assessment, JJ said that all staff had read it and had been invited to comment on it. He added that a lot had been learned and that the RA was now being reviewed by the EPA as an ongoing process.

ES asked JJ about the testing kits. JJ replied that the school had initially been given ten kits and told that these could be given to parents if they were unable to obtain kits elsewhere, but that the school had then been told that the kits were to be kept for staff. He confirmed that the school now has nine kits, that more were ordered last week, and that there is a separate phone line to call if a staff member has symptoms. He commented that although several families had taken tests some time ago, which had led to some panic among others, all tests had come back negative and he felt that people had been reassured by this.

ES referred to JJ's mention of the EPA, asking whether the Risk Assessment was the responsibility of the EPA or of the school. JJ responded that the EPA checked the RA and carried out a site inspection, and that they had ultimate responsibility.

JJ told Governors that the children had generally been very well behaved since returning to school, staying within their bubbles and treating each other with respect. He invited questions about the Risk Assessment.

AA asked about the cleaning regime; JJ answered that a cleaner goes around the school between 10 am – 2 pm, cleaning the touch points, and then there is a cleaner in the evenings and the mornings. He confirmed that the school is closed at weekends.

### *8.2 Appoint Governors to monitoring roles relating to the School Development Plan – and organise presentations for future meetings.*

JJ explained that he had plenty of ideas for the SDP but that advice from the EPA had been to wait before finalising it as the situation is constantly

	<p>changing just now and there could, for instance, be a return to home learning. He commented that long term strategic planning was difficult at the moment. He added that one member of staff has needed to stay off work with their child whose secondary school class has been sent home, and another is having to self-isolate for a fortnight, and he remarked that, in a small school, temporarily losing two members of staff makes a significant difference, and that he would be trying to fill the gaps left by their absences.</p> <p>CP asked whether JJ had any idea of how long it would be before the SDP could be reviewed and adopted. He replied that it would not be at the next meeting. He had prepared a draft SDP but had been advised by James Bird to put it on hold.</p> <p><i>8.3 Map out Governor monitoring visits to lessons and assemblies and schedule any face-to-face meetings with staff. Next Governors' weeks beg 23 and 30 November 2020.</i></p> <p>CP reminded Governors that the next monitoring visits should take place in the weeks beginning 23 and 30 November, although it would be necessary to review the situation nearer the time. She asked whether teachers would be released from lessons to enable them to take Zoom calls from Link Governors if that was the best way for visits to take place, and JJ agreed that they would. CP asked that Governors identify times when they would be able to speak to teachers to enable JJ to plan for this and she emphasised that the monitoring visits are as much a part of a Governor's role as attending governing board meetings.</p> <p><b>Action:</b> Link Governors to let JJ and CP know when they would be able to speak to teachers during the weeks beginning 23 and 30 November.</p> <p>CC said that last year the Governors had had a set of questions to ask which allowed the conversations with teachers to be focussed on the main issues. Governors agreed that teachers should be asked what the impact of COVID-19 had been on their subject, what they were doing about it and what the next step would be. DLn reminded Governors that they would have the first set of data by the time the monitoring visits or conversations took place.</p> <p>JJ reported that the school would be receiving "COVID catch up" money of £80 per child, approximately £8,000 in total, and that around £5,000 of this would be spent on additional TA hours.</p> <p>JJ said that, before the pandemic, the Governors had had a good idea of how the school was doing, and that as well as speaking to staff, it was important to ensure that the pupils' voice was also heard eg what were they thinking about individual subjects, how did they feel about the situation?</p> <p><b>Action:</b> CP and JJ to formulate questions for the pupils; Governors to let CP know if they would like to contribute ideas.</p>	<p><b>Link Govs</b></p> <p><b>CP JJ All Govs</b></p>
9.	<p><b>UPDATE on SCHOOL POOL, RECRUITMENT and other items</b></p> <p>JJ confirmed that there has been no recruitment and that he has not received any resignations. He emphasised that his main concern is keeping the school running safely if more staff members have to self-isolate.</p>	

	<p>ES asked whether volunteers could be used in classrooms if they have been DBS-checked, and JJ answered that they could but that a teacher or TA would still be needed to lead. He added that he is particularly concerned about keeping the staffing level up for the youngest children – 15 in Nursery class, though not all at the same time, and 17 in Reception.</p>	
10.	<p><b>PREVENT DUTY/HEALTH &amp; SAFETY/SAFEGUARDING</b></p> <p>There were no issues to report.</p> <p>JJ told Governors that there will be Pupil Premium data at the end of Term 2.</p>	
11.	<p><b>POLICIES</b></p> <p><b>PHRSE</b> JJ invited comments and questions from Governors on the draft policy.</p> <p>ES referred to the phrase “consulted with” in the 3<sup>rd</sup> paragraph and asked how parents had been consulted; she commented that although her name was on the policy, she had not personally been involved in its preparation. JJ explained that this is the draft policy and that her name was there as she was to be the Link Governor for the subject. He clarified that the consultation with parents had been done via the website – the policy had been there for around four weeks. He pointed out that the government guidance states that parents should have the opportunity to read the policy and raise objections, and that all comments would be taken into account, but that the school could still go ahead with it, or make adjustments if the Governors thought it necessary.</p> <p>DL asked whether this was the same policy which was intended to cover sex education, and JJ confirmed that this is in the policy, although this section only applied to Year 6. He indicated that this lesson is usually done by the school nurse. DF commented that it was important that parents were forewarned about what was going to be taught to their children, and JJ replied that parents are sent a letter a couple of weeks in advance, telling them when the lesson will be given, setting out the content of the lesson and giving them the opportunity to object. JJ said that he had never had any parent raise concerns about the lesson but that if any parent wanted to discuss it, they were welcome to talk to him.</p> <p>DF asked how far the school had got with training staff in PHRSE, and JJ replied that this is starting now, and that he had been working on lesson planning. He added that he had been keen to ensure that initial work this term focussed on catching up in maths, reading and writing – but that, although the government had said that schools do not have to teach non-core subjects until the summer, the school had been giving lessons in all subjects since the start of term, and not leaving any gaps in the curriculum.</p> <p>ES asked about the provision for children to ask questions, commenting that it seemed vague. IH replied that the school nurse would answer most questions and that the teacher would use their own professional judgement where it appeared that a question was inappropriate. He added that this is how it has always been done.</p>	

	<p>It was agreed that the section on the 5<sup>th</sup> page did not need to be italicised. CP confirmed with JJ that the consultation period for the policy had ended and asked whether Governors were happy to formally approve the policy.</p> <p><b>Governors voted to adopt the policy.</b></p> <p>ES emphasised that it would be important to monitor the PHRSE subjects annually; JJ replied that teachers would be monitoring children's understanding and participation, and feeding back in staff meetings. He said that the policy was drawn up by Anna Houghton, who looked at policies used by other schools, and that it was an accumulation of the best elements she found. ES noted that she would like to be part of the monitoring process and CP agreed that, as Link Governor, ES had a monitoring role and could provide input if she felt changes were needed.</p> <p>CP thanked Governors for their contribution to the discussion.</p>	
12.	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>AA asked whether there was any progress with the Home School Agreement. JJ replied that there was to be an INSET day that week and that Emily would be finalising the agreement in a format which could be sent out. He understood that there had been some issues with the graphics but that it was hoped to finish it on Friday.</p> <p>CP thanked Governors for their attendance and participation, and said how good it was to be able to meet again even though not everyone could be there in person. She added that the school and Governors needed to be ready for any possible external inspections this year, and she recorded her appreciation for the work which JJ and his staff had been doing over the very difficult past few months. AA agreed, thanking JJ and the teachers for the excellent work which had been done to help children learn at home during lockdown.</p>	
13.	<p><b>DATE OF FUTURE MEETINGS:</b>  <b>6 October 2020</b>  <b>5 January 2021</b>  <b>4 May 2021</b>  <b>13 July 2021</b></p> <p>The meeting ended at 8.30 pm.</p>	

*Minutes prepared by Clare Saunders  
Dated: 23 September 2020*