

ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL



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LOCAL GOVERNING BODY MEETING Tuesday 7th January 2019, 6.30 pm in the School Hall

Present: Diocesan Governors Duncan Fraser (DF) Jan Macdonald (JM) Claire Page (CP) Chair David Lockwood (DL) Elaine Sugden (ES)	Staff Governors Jon Jeffries (Headteacher, JJ) Dan Long (DL) Parent Governors Anne Armitage (AA) Hannah Want (HW) In attendance Jonathan Smith - OCC Governor Services
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Meeting opened 6:30pm

ITEM	Discussion	WHO						
1.	Apologies for Absence and Welcome <ul style="list-style-type: none"> The meeting opened with a prayer. Apologies were received and accepted from Catherine Chapman and Iain Horner. 							
2.	Declaration of any business or pecuniary interests in agenda items No new pecuniary interests relating to this agenda were declared	JS						
3	Approval of minutes of LGB meeting held on November 14th 2019 These minutes were accepted subject to two slight modifications: <ul style="list-style-type: none"> Anne Armitage is a Parent rather than Diocesan Governor Item 6.1: JM attended the Safeguarding Training described but AA did not 							
4	Actions Arising from FGB Meeting, July 15th 2019 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><i>Item 2</i></td> <td style="width: 60%;"> To reconsider 2020 meeting dates <i>The January to July 2020 meeting dates were confirmed and these will be published on GovernorHub. It is noted that a Governor review, undertaken by members of the EPA central team, will take place between April and June 2020</i> </td> <td style="width: 25%; text-align: center;">JS</td> </tr> <tr> <td><i>Item 4</i></td> <td> EPA Governor training in relation to new OFSTED framework. Stanton Harcourt School feedback? <i>The new OFSTED framework training will be led by James Bird and take place on January 28th 2020 at 7pm. Consequently, the proposed training at Stanton Harcourt</i> </td> <td style="text-align: center;">CP</td> </tr> </table>	<i>Item 2</i>	To reconsider 2020 meeting dates <i>The January to July 2020 meeting dates were confirmed and these will be published on GovernorHub. It is noted that a Governor review, undertaken by members of the EPA central team, will take place between April and June 2020</i>	JS	<i>Item 4</i>	EPA Governor training in relation to new OFSTED framework. Stanton Harcourt School feedback? <i>The new OFSTED framework training will be led by James Bird and take place on January 28th 2020 at 7pm. Consequently, the proposed training at Stanton Harcourt</i>	CP	
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	<i>School is, unnecessary</i>			
<i>Item 4</i>	SIAMS meeting at Chesterton School <i>This is due to take place in the week starting January 13th 2020. Governors thank IH for facilitating this development.</i>	<i>IH</i>		
<i>Item 4</i>	SPSA meeting regarding the pool (Nov 13th) <i>JM and DL represented the Governing Board at this meeting. The meeting was positive and cordial. SPSA are keen to continue financial support for the pool but seek assurance that the pool is a long-term, viable resource. For example, they would like to invest in the changing facilities but only if the pool continues to operate. Consequently, the school has organised a structural survey of the pool to confirm that it has a long-term future. It has also investigated the possibility of obtaining financial support from the Diocese.</i>	<i>HW</i>		
<i>Item 4</i>	Prevent training complete certificates <i>Several certificates were made available for filing at school.</i>	<i>All</i>		
<i>Item 6.3</i>	LGB minutes on website. <i>This task is in hand.</i>	<i>CC</i>		
<i>Item 7.2</i>	Visions and values – Home/School Agreement. <i>AA has developed a document that has been circulated to Governors. It is likely that an informal group including JJ will meet with AA to 'fine-tune' the agreement before formal acceptance.</i>	<i>JJ</i>		
<i>Item 12</i>	SIAMS Committee – alternative dates circulated <i>This group will meet at 8am on 24th February.</i>	<i>DF</i>		
<i>Policies to review and sign off</i>	<p>If available:</p> <p>RSE Policy. <i>This policy will reflect new Government guidance and must be ready for Governor approval in September 2020. The school has already invested time and resources into developing the new school policy and there is clarity in this regard. A Governor explained that she has attended training that involved feedback from new RSE policies that have been piloted by other schools. The Governor made colleagues aware of a meeting taking place on 25th January that aimed to present a balanced approach to understanding the issues involved. The Board felt that it would be wise to send a member of the Board to any OCC training in relation to this policy.</i></p> <p>RE and Collective Worship Policy. <i>This has been revised and is ready to be 'signed off' tonight</i></p> <p>LPGS (pensions) Policy <i>This relates to the EPA Pay Policy. The Pay Policy is currently under development.</i></p> <p>Attendance Policy <i>This has been revised and is ready to be 'signed off'.</i></p>	<p><i>JJ</i></p> <p><i>CP</i></p>		

5	<p>EPA MAT – Feedback, EPA Chair of Governors Meeting</p> <p>A new CEO, David Brown, has been appointed. CP has been invited to meet with David in the next few weeks. Colleagues are asked to pass any questions or comments to her and she will share these with David.</p> <p>Prior to his appointment, the scope and direction of the Trust tended to be set by the Trustees. David is keen to establish a new steering group consisting of Headteachers and selected members of the central team to continue this work, to develop the vision and to drive the Trust forward.</p>	
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School Improvement

6	<p>GOVERNING BODY BUSINESS</p> <p>Governor Training planned or undertaken</p> <p>Details of Governor training undertaken were circulated to JS. These will be recorded on GovernorHub.</p> <p>ES will attend the Virtual School Conference ‘Education and Expectation’ on Friday 28th February 9.30-3.30pm – Kassam Stadium.</p> <p>SPSA meeting See item 4 in ‘Matters Arising’</p> <p>Confirm dates for 2020 including Foundation meeting (Feb 20) and Gov Link visits 2-9 March.</p> <p>The agreed meeting dates will be circulated with these notes.</p>	JS
7	<p>SCHOOL IMPROVEMENT</p> <p>a. Headteacher’s Report</p> <p>The LAC Report is under development and will be presented in due course. The school currently has three Looked After Children.</p> <p>The Headteacher distilled a number of key issues from the report:</p> <ul style="list-style-type: none"> • Overall attendance stands at 96%. There is a persistent absence figure of 14% and this appears to be high. However, many of the persistent absentees are ‘on the cusp’ with attendance in the 88% to 90% range. Interventions are in place to support these families and it is hoped that the Term 3 and 4 attendance figures will demonstrate that many of these children now have attendance above 90%. The school has a small ‘hard core’ of pupils with attendance below 85% and a range of interventions are in place in each situation. • There have been two fixed-term exclusions in Terms 1 and 2 and these relate to the same child. • Staff absence for the same period is down from 41.5 days to 17.5 days. • Admission numbers are set to rise from 6 in September 2019 to 15 in 	

September 2020.

- The final budget position is a projected surplus of £5,000
- Analysis of performance tables suggests that the school is one of the 'most improved' in the county.

A Governor asked why Accident Book Referrals have increased during the same period from 146 to 284.

It was explained that the school was searching for a middle course between recording every slight knock or scrape that happens on a day-to-day basis and recording just the very serious issues. For example, a knock to the head is often innocuous but it is necessary to inform parents and fill in the accident book because, in a rare number of cases, further medical attention is required. JJ explained that the increased figures do not reflect a general rise in accidents as a result of the environment or activities undertaken at school. However, there are some children who tend to be 'accident prone' and this information identifies a need to establish the reasons why this is the case and, if necessary, support the children and families involved.

Governors are concerned that the administration of accident reporting could, if referrals continue to increase, absorb disproportionate staff time and resources.

A Governor asked for an explanation of 'Pupil Premium Nurture Interventions'. He wished to know how the impact of such interventions was measured. JJ explained that these were bespoke interventions. He accepted that there was a certain amount of trial and error in the selection of the support package undertaken and that some interventions work with particular children, while others do not. However, he added that TAs at the school were very skilled at identifying impact and advise immediately if they feel that an intervention is failing to gain traction with the children involved.

A Governor commented that the pupil teacher ratio was particularly high. JJ explained that this was a crude measure where the school population is divided by the number of teachers employed and is skewed by those on part-time contracts.

Several Governors asked questions about the expected pupil admission numbers for September 2020. Fifteen children are anticipated. The PAN is fifteen. Governors considered whether or not the school should accept more than 15 recruits in September 2020. For example, if 18 children seek places, should the school exceed its PAN?

The following points were raised during the discussion:

- The village location, the Christian ethos and the opportunity for able children in mixed year-group classes to access more challenging work, make the school attractive to parents.
- Other local primaries have received strong OFSTED reports over the last year. This might result in them becoming more attractive but it may also lead to them being oversubscribed. In such a situation, St Peter's could be the 'next best choice'.
- Generally, all children who attend the nursery, join the school. Therefore, there is an 'early warning' of potential numbers. For example, the school has already received 8 applications for children to join the nurse in

	<p>September 2020.</p> <ul style="list-style-type: none"> • In a professionally mobile community, it is likely that some children will leave in-year. There is an argument that the school should accept an addition of, say, three extra children, on the basis that three others will leave before the end of the year. • An intake of 18 would be relatively easy to accommodate in Year 1 but if numbers repeat, in Year 2, the class will have 36 children. Although it is possible that some of the original children will leave, it is likely that numbers will still be over 30. The Staff Governor felt that the quality of education for all children in the class would be diluted by numbers of this proportion. • Governors are reluctant to exceed the PAN without the support of the Trust and felt it important to gain advice and support from EPA in this regard. <p>Governors felt that more work is required by the school to consider the immediate, short-term and long-term implications of an increase in pupil numbers and will return to this issue in a subsequent meeting.</p> <p>b. Report from December Performance & Standards committee meeting</p> <p>A meeting was held in December at the behest of EPA to discuss the progress and achievement data of children at each Key Stage; the notes and data are available for consideration on GovernorHub.</p> <p>Governors are particularly impressed by the progress in maths of children in Years 3 and 4. Children in Year 3 and 4 , can 'stall' as there are no SATS to maintain focus. However, the school has heavily invested resources and energy into supporting maths teaching in these year groups, and the progress made thus far suggests that children entering Years 5 and 6 will be 'number happy' and therefore able to develop more advanced mathematical reasoning skills. DL has established a very firm foundation to build upon in Years 5 and 6 and Governors thanked him for his work. JJ and DL explained that the PiXL resources helped staff accurately identify gaps in pupil understanding and also made strategic resources and intervention materials available for immediate use.</p> <p>https://www.pixl.org.uk</p>	
8	<p>2019-20 Financial Status</p> <p>The minutes form the December Finance and Resources Committee meeting are available on GovernorHub.</p> <p>The report explains that school income is significantly above budget thanks largely to additional LAC and SEND funding secured by the school</p> <p>A Governor asked what additional investment in teaching resources was planned during the remainder of the year. For example, a Governor visit to the Early Years class has identified the need for more outdoor play equipment for use by children in this class.</p> <p>JJ agreed that additional resources were required in Early Years and that it was equally essential to support non-core subjects as these will be a focus of any subsequent OFSTED visit.</p>	

	<p>JJ explained that:</p> <ul style="list-style-type: none"> • He has planned a staff meeting during which the resources required to deliver non-core subjects will be discussed and listed • He has enlisted the support of an organisation that will build bridges between the school and community groups who are keen to use school resources. For example, it is possible that an arrangement between the school and 'Happy Faces' could generate an additional £10,000 in resource funding. It will also bring the expertise of such organisation into school. https://info82223.wixsite.com/happyfaces • The school will continue to seek funding support from Blenheim and SPSA. 	
9	<p>UPDATE on the SCHOOL DAY</p> <p>The issues relating to the length of the school day are currently under consideration by members of the central team at EPA.</p>	JJ
10	<p>PREVENT DUTY, HEALTH & SAFETY, SAFEGUARDING</p> <p>DL has conducted a Health and Safety survey of the site and will re-visit before the end of January. He reports that the site is far less cluttered than during previous visits. A Governor suggested that the leads and cables required to present a collective worship assembly could pose a trip hazard to children and staff. JJ explained that staff carefully supervise the movement of children in the Hall to avoid trips and falls. However, a permanent white board with wall mounted speakers would solve the problem of 'assembly clutter'.</p> <p>The school has a child who, on a number of occasions, has absconded from the school. JJ explained that there is a risk assessment in place relating specifically to this child. The school also has a robust missing child procedure in situ and this has led to the child being safely and quickly recovered after each absence.</p> <p>The issues prompted a discussion of the effectiveness of the wall and fencing around the site. There was acceptance that the site has a low wall that is easy to mount. JJ explained that, St Peter's and other EPA schools will soon receive a visit from a specialist team who are to review the security of the site, make suggestions and write a report that will be available for scrutiny by Governors.</p> <p>Governors agreed to accept these proposals but hoped that it would be possible to make the site secure without the need for an ugly, high fence. It was noted that any such construction may require formal planning consent</p> <p>JJ Explained that the February OCC Safeguarding return is now in school. The finished document will require approval by Governors.</p>	<p>DL</p> <p>JJ</p> <p>JJ</p>
11	<p>POLICIES – for review, approval or adoption (EPA or School)</p> <p>RSE Policy. This policy is under development by all schools nationally (see item 4)</p> <ul style="list-style-type: none"> • RE and Collective Worship Policy 	

	<p>There was significant discussion of this policy. Governors felt that as a VA school, these two policies are particularly prominent. There was general agreement that the policies enable the school to maintain a Christian focus whilst being inclusive, embracing families and children who held other or no faith. The main points raised in the discussion were:</p> <ul style="list-style-type: none"> • Both policies have been written following advice and support from Jenny Carter, RE Advisor. • Jenny Carter has confirmed that the policies meet the requirements of the new SIAMS framework • There was agreement that the second objective in the policy should be developed to include 'encouraging healthy conversations' and that DF and Jenny Carter would discuss this when they next meet. • There was discussion about the scope of 'bullying' in the policy. Governors considered whether or not the examples of bullying identified in the policy were balanced or skewed towards one particular type of bullying. • There was discussion about a number of school specific operational issues relating to parental non-compliance with the RE and collective worship strategy and consideration of whether or not these should be formally identified in the policy. For example, Governors asked if suitable examples of the provision to be provided by parents who withdraw their children from RE and acts of collective worship should be listed. There was also consideration of the arrangements to supervise children who do not attend whole-school church services. Governors felt that the leadership team at school would benefit from the advice of Jenny Carter in this regard and should take the opportunity to raise these issues with her when she is next in school. <p>Governors approved the RE policy subject to the small revision to the objectives mentioned above</p> <p>Governors approved the Collective Worship Policy subject to the advice received in respect of non-compliant families</p> <p>Governors reminded members of the Foundation Committee that the 'fifty words' and the visual image to support the school SIAMS vision, are still required.</p> <ul style="list-style-type: none"> • Admission Policy <p>This policy was approved by Governors.</p>	DF
12	<p>ANY OTHER URGENT BUSINESS There was no other urgent business</p>	
13	<p>DATE OF FUTURE MEETINGS_2019-20 17th March 23rd June 14th July</p>	

Actions from the meeting

Item 4	Structural Survey of Pool – update/advice/recommendations	JJ/DL
Item 7	Consideration of increasing pupil admissions in 2020 beyond the PAN. EPA advice.	JJ
Item 8	Resource development – ‘Happy Faces’, EYFS play equipment, Blenheim and SPSA support	JJ
Item 9	Outcome of ‘school day’ discussion at EPA	JJ
Item 10	Security Review of Site – update/advice/recommendations	DL/JJ
Item 10	Issues relating to January H and S visit	DL
Item 11	‘Fifty words’ and image for SIAMS vision	DF
Item 11	Jenny Carter advice regarding operational issues relating to non-compliance with the Collective Worship /RE policy and development of objective two of the policy.	JJ/DF