



ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL

The Green, Cassington, Witney, Oxon, OX29 4DN
 E-mail: office.3651@st-peters.oxon.sch.uk Tel: 01865 880443
 Web: www.st-peters.oxon.sch.uk
 Headteacher: Mr Jon Jeffries
 Registered in England and Wales Company number: 07939655



MINUTES of the LOCAL GOVERNING BODY MEETING

Tuesday November 14th, 2019

6.30 pm in the School Hall

AGENDA

<p>Diocesan Governors Duncan Fraser (DF) Jan Macdonald (JM) Claire Page (CP) - Chair David Lockwood (DL) Elaine Sugden (ES) Anne Armitage (AA)</p>	<p>Staff Governors Jon Jeffries (Headteacher, JJ) Dan Long (DL)</p> <p>Parent Governors Hannah Want (HW) Catherine Chapman (CC)</p> <p>In attendance Jonathan Smith (JS) – OCC Governor Services</p>
---	---

Items reflecting Governor challenge are indicated in yellow

ITEM	TITLE	WHO
1.	<p>Apologies for absence and welcome</p> <p>Apologies were received and accepted from Iain Horner. Iain has a Governor meeting at his own school. Governors felt that it was important to revisit the meeting schedule in January in order to avoid such meeting clashes in the future.</p> <p>HW left the meeting at 7.45 in order to attend the Parent Association meeting</p> <p>JJ and DL left the meeting during the discussion of item 8.1</p>	JS
2.	<p>Declaration of any business or pecuniary interests in agenda items</p> <p>No new pecuniary interests were declared.</p>	
3.	<p>Approval of Minutes of LGB meeting held on September 24th 2019</p> <p>A Governor questioned the information contained in the minutes regarding committee membership 2019-20.</p> <p>IH is a member of both committees and JJ is not included as a member of either. Governors agreed that IH's membership of both committees was important and would have a positive impact on the school development issues</p>	

	<p>to be discussed. JJ will attend committee meetings as appropriate. The Board does not have an expectation that he attends every committee meeting.</p> <p>Governors felt that the minutes were an accurate reflection of the meeting. A copy was signed by CP and will be held in a file at the school.</p>	
4.	Actions from Minutes of LGB meeting held on September 24th 2019	
Action 1	<p>EPA new OFSTED framework training – update</p> <p><i>CP has discussed with James Bird at the EPA Central team who not only supports this training but is keen to lead it himself. Confirmation and dates are expected soon.</i></p> <p><i>A Governor suggested organising supplementary, 'operational'. OFSTED training. Colleagues at Stanton Harcourt have recently undergone a full inspection using the new framework and Governors present agreed that a 'What happens when OFSTED visit' conversation with colleagues at Stanton Harcourt would be most useful.</i></p>	CP
Action 2	<p>Establish if IH is a Foundation or Trust Governor – update</p> <p><i>It has been confirmed that IH is a Trust appointed Governor</i></p>	
Action 3	<p>All Governors to complete Prevent Training</p> <p><i>Governors who have yet to complete the training self-identified. All Prevent training will be completed, and certificates presented at school, by January 7th 2020.</i></p>	All Gov
Action 4	<p>Confirm that DBS and Section 128 documentation for Governors is complete.</p> <p><i>Plans to complete this task are in place.</i></p>	JJ
Action 5	<p>Developments regarding plans to share times tables strategy with parents</p> <p><i>Teachers are using their web pages to communicate the school times table strategy and the 'Maths in a Nutshell' booklet will be made available to parents using the same medium. There are various games and puzzles available for children to access online, from home.</i></p>	JJ
Action 6	<p>Arrange SIAMS preparation meeting between Chesterton C of E Primary School Religious Education lead and relevant staff at St Peter's</p> <p><i>This work is ongoing.</i></p>	IH
Action 7	<p>Development of plans to engage families with the work relating to 'Inside Out' and school values.</p> <p><i>See item 7</i></p>	JJ
Action 8	<p>Creation of school scrapbook featuring positive messages, cards, press cuttings etc.</p> <p><i>JJ demonstrated the school 'Reflections Prayers and Thoughts Book'.</i></p> <p><i>This is a large bound book featuring a range of writings, images, photographs of school activities and letters and e-mails from parents. For example, there are pictures of the school visit to</i></p>	JJ

	<p><i>Churchill's Nursing Home accompanied by letters of support from parents of the children involved.</i></p> <p><i>Governors asked JJ and his staff to continue to develop this excellent book. They agreed that the scrapbook had the potential to give any visitor, tangible evidence of the school's vision and values.</i></p>	
Action 9	<p>Feedback – school pool meeting with Jane Brooks, SPSA and St Peter's Governors.</p> <p><i>This meeting will take place on November 13th</i></p>	CP
Action 10	<p>Term 1 policies to be prepared for approval</p> <p><i>See item 11</i></p>	JJ

5. **EPA MAT feedback (EPA Chairs of Governors Meeting)**

The AGM was attended by CP, ES and DL. Each EPA primary headteacher was asked to talk for five minutes about their key priorities and intended actions during 2019-20. The quality of the presentations was high, the range of activities presented by headteachers extensive and the enthusiasm inspirational.

Sarah Kerswell has now left EPA and the Trust is to undertake a period of consultation. During this time stakeholders will be asked to share their views regarding the future organisation and leadership of the Trust.

The Trust has advertised the post of temporary CEO and hopes to recruit soon. However, the Trust has suggested that its long-term strategy is likely to involve a merger with another established academy chain.

This information prompted a short discussion. Key points raised:

- Governors agreed that an expanded Trust has the potential to realise economies of scale and provide central services to member schools at a lower cost. However, there were concerns that an organisation that over expands or grows too quickly will encounter diseconomies of scale, forcing up costs and reducing the quality of the service.
- There were also concerns that a temporary CEO will lack the necessary influence in any merger negotiations with an ambitious academy chain. This could be to the detriment of EPA's existing schools.
- As St Peter's is a VA school, the Board is keen to maintain the school's vision, unique characteristics and Christian values and will strongly challenge any configuration of the Trust that would put these under threat.

ES attended the Oxfordshire Governors' Association Meeting at Matthew Arnold School on Saturday 19th October 2019. The meeting focused on vision and values and a summary of the discussion can be found on GovernorHub.

Colleagues thanked ES for attending this meeting on their behalf and for producing such helpful and informative notes.

6. Governing Body Business

6.1. Governor Training Planned or Undertaken

JJ reminded colleagues that the school has commissioned OCC governor training for 2019-20 but Diocese training is 'pay as you go'. This arrangement is more cost effective. It was agreed that Governors opting for Diocese training will share their intention to attend with JJ. Those wishing to attend OCC training will contact CP. Many Governors demonstrated interest in attending the Diocese course entitled: 'Governing a Church School in Modern Britain' (12th May 2020).

AA and JM have attended Safeguarding Training.

6.2. DBS and Section 128 Status of Governors

This work is in hand.

6.3. Website Development

Development of the new website proceeds at pace with fresh content being added daily. Governors agree that the new website reflects the values of the school.

CC will update the minutes of these meetings. JS will provide copies of the minutes.

CC

6.4. Plans for pupil staff and parent consultation 2019-20

See item 7

6.5. Guidance for monitoring visits with subject leaders

The monitoring visit window opens at the end of November. JJ has developed a crib sheet, based on the new OFSTED criteria, to be used in during the visit and this has been shared with staff and Governors.

Staff have been encouraged to answer the questions set by Governors in an open and frank fashion.

Governors will ask:

- What are the strengths and weaknesses in your subject areas and how do you know?
- How do you monitor and evaluate and how does this link to the Development Plan?
- What are your resource needs?

6.6. SPSA meeting

ES attended and has posted the notes on GovernorHub.

SCHOOL IMPROVEMENT

7. School Development Plan

7.1. Quality of Education

JJ demonstrated the 'KCV grids' that will be used by children and staff in the school this year. JJ explained that this work is developmental and that the grids will be refined during the year.

The grid helps children to self-identify the progress that they have made so far and enables them to record any gaps in their knowledge. The grids provide tangible evidence of the knowledge-based learning required by OFSTED. This programme is to be followed by all schools in the Trust.

7.2. Behaviour and Attitudes

JJ explained that staff continued to be concerned by the attitude of some families in the school community. It was noted that the values of respect and tolerance were nearly always exercised by children inside school. However, these values are not always reflected by a number of adults who deliver the same children to school.

Staff at the school find themselves managing situations where parents, acting upon rumour and prejudice for example, arrive at school angry and demanding action. This situation is creating an unnecessary volume of work for staff and reducing the capacity of the leadership team to undertake its strategic role.

JJ felt that there would be value in initiating a classroom project that related to attitudes, behaviour and forgiveness. This work can then be developed at home thus encouraging families to have a conversation about these issues. This final work could be developed into some sort of Code of Conduct or Home-School Agreement that families could sign and formally accept.

Governors felt that this strategy could be helpful. However, they agreed that there was little opportunity for school to change a culture, sadly evident in society, where robust vociferous complaints, often unsupported by evidence, are considered an acceptable means of addressing even minor issues at school.

Governors accepted that parents do often become emotional when they perceive that their child has been wronged and that this is understandable. However:

- The Board recommended that JJ considers reissuing the 'Home School Agreement'. This is no longer statutory but is still used by many schools.
- Governors also asked the leadership team to consider displaying information about the expected behaviour of adults, at the school entrance. Posters identifying a zero tolerance of unacceptable behaviour by adults were common in Health Service locations, banks, restaurants, shops and in many schools.

	<ul style="list-style-type: none"> • Governors agreed to support JJ by implementing the EPA complaints procedure if necessary. They agreed that they would not look unfavourably, for example, at a clutch of formal complaints being presented to Governors in one term. The EPA complaint policy is designed to enable the complainant and school to resolve any disagreement quickly without a protracted, time-consuming and energy-sapping process. • Governors felt that a minority of families were at the heart of this issue and were very anxious to avoid alienating those families who totally support the school and trust the staff to resolve any issue. • Governors feel that families may need help in appreciating that children do make mistakes at school, that these often affect other children and that school is a place where children learn how to avoid repeating these mistakes in the future. It was proposed that the home school agreement or code of conduct could contain links to the school policies and procedures that are in place to deal with such problems when they happen. <p>A Governor asked if the action points included in the Development Plan relating to visions and values and the community were still being undertaken. JJ explained that they were on hold while senior staff consider their response to this issue.</p> <p>A Governor asked if the majority of complaints were made by the families of children joining the school. JJ explained that, in fact, they tended to be made by established families with children in the upper years of the school.</p> <p>JJ thanked Governors for this input and will consider an appropriate course of action.</p> <p>7.3. Personal Development</p> <p>JJ explained that the Pupil Leadership Groups are progressing with great enthusiasm.</p> <p>7.4. Leadership and Management</p> <p>There are no new developments relating to this Development Plan strand to share with Governors</p> <p>7.5. Quality of Education in Early Years</p> <p>There are no new developments relating to this Development Plan strand to share with Governors</p>	
8	<p>HEAD TEACHER'S REPORT (to include Period 8 Budget Monitoring report)</p> <p>8.1. 2019-20 Headteacher's Appraisal Process</p> <p>CP explained that a Panel had been convened to undertake the Headteacher Appraisal process and this work had been supported by an independent expert from EPA. The panel has also sought formal HR advice from EPA in relation to this process. Governors voted unanimously to agree the recommendation made by the panel.</p>	

	<p>8.2. Pay Committee recommendation 2019-20 The recommendations made by the Pay Committee in relation to the 2019-20 staff appraisal process were approved by Governors.</p> <p>8.3. Monitoring budget with reference to any variances The Period 12 Budget update was circulated before the meeting and this document includes full details of income and expenditure and variances.</p> <p>The auditors will be finalising the accounts in November/December and the figures presented prior to this meeting should therefore be considered draft.</p> <p>There are currently no significant issues to bring to the attention of Governors.</p> <p>The Finance Sub-committee under CC's leadership will meet in due course.</p> <p>CC will attend relevant SPPS meetings with the EPA finance team during the latter part of the year.</p>	
9	<p>UPDATE on SCHOOL POOL, RECRUITMENT (and other issues)</p> <p>EPA has informed JJ that, because the SPPS school day is officially shorter than that of other EPA schools, SPPS staff work 8 days a year less than colleagues. JJ explained that this discrepancy almost certainly relates to the definition of 'starting time'.</p> <p>At SPPS, the doors actually open at 8.40 but the school legislates for 15 minutes 'settling in'. Other schools, when filling in the return, have included 'settling in' as teaching/assembly time. The EPA will advise in due course on how we should proceed with this.</p> <p>In answer to a question JJ explained that parents had responded well to messages in the newsletter and punctuality is good.</p>	
10	<p>PREVENT DUTY/ HEALTH & SAFETY/SAFEGUARDING (Standing Item)</p> <p>JJ explained that there has been a fixed term exclusion this term and also one inconclusive incident of prejudicial behaviour.</p> <p>JJ assured Governors that policies and procedures have been followed in relation to these incidents and that comprehensive records have been maintained.</p> <p>The new on-line OCC Safeguarding return is expected in school soon. Schools have slightly longer to complete this work.</p>	
11	<p>POLICIES – for review, approval or adoption (EPA or School)</p> <p><i>Charging and Remissions</i> This policy was approved by Governors</p> <p><i>RSE (Relationships Education).</i></p>	

	<p>This policy is being developed with the support of 'Inside Out'</p> <p><i>E-safety</i> This policy is still in the development stage.</p> <p><i>RE and Collective Worship</i> This policy will be available at the January 7th meeting <i>Pay (Headteacher and Staff)</i> This policy was approved by Governors</p> <p><i>Health and Safety</i> CP encouraged colleagues to consider page 3 of the policy as this establishes the responsibilities of Governors in relation to Health and Safety.</p> <p>In answer to a question, JJ confirmed that safety policies and procedures relating to the pool are independent of this policy. This policy was approved by Governors.</p> <p><i>LGPS (Local Government Pension Scheme)</i> This policy is still in the development stage</p> <p><i>The Admission Policy</i> This has very few changes and has been passed to the Diocese for approval. There is a statutory requirement that the Governing Board opens a consultation window in relation to the Admission Policy every seven years. Colleagues understand that families were invited to contribute to such a consultation process, two years ago. CP will confirm</p>	CP
12	<p>ANY OTHER URGENT BUSINESS</p> <p>HW will coordinate the Christmas Hamper. The deadline for the donation of quality gifts or £5 is November 22nd. The draw will take place on 13th December. Governors thanked HW for undertaking this onerous task.</p> <p>DF felt that the thirty-minute, pre-meeting held this evening was insufficient for the needs of the SIAMs Committee who have a busy agenda in 2019-20. He will circulate some alternative meeting dates and possible starting times to members of this committee. It may be possible for the committee to meet with school staff, first thing in the morning.</p>	
13	<p>DATE OF FUTURE MEETINGS 7th January 2020</p> <p>The meeting finished at 8.30</p>	

Summary of actions and Agenda Items for LGB meeting on January 7th

This meeting will have a student performance focus

Item 2	To reconsider 2020 meeting dates	JS
--------	----------------------------------	----

