

ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL



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LOCAL GOVERNING BODY MEETING Tuesday 24th September, 2019 **starting at 6.30 p.m.** in the School Hall Draft Minutes

<p><u>Diocesan Governors</u> Jan Macdonald (JM) Claire Page (CP) Chair David Lockwood (DL) Iain Horner (IH)</p>	<p><u>Staff governors</u> Jon Jeffries (Headteacher, JJ) Dan Long (DLo)</p> <p><u>Parent governors</u> Anne Armitage (AA) Catherine Chapman (CC) Hannah Want (HW)</p> <p><u>In attendance</u> Jonathan Smith OCC Clerk</p>
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Meeting opened 6:30pm

ITEM		WHO
1.	<p>Apologies for absence and Welcome</p> <p>Apologies were received and accepted from Duncan Fraser (DF) and Elaine Sugden (ES)</p> <p>Dan Long (Staff Governor) was welcomed to his first meeting</p>	
2.	<p>Declaration of any business or pecuniary interests in agenda items</p> <p>Pecuniary interest forms were distributed by JS. These will be stored in a file in the school office and made available for scrutiny to any interested visitors. Individual GovernorHub records will be updated.</p>	JS
3.	<p>GOVERNING BODY BUSINESS</p> <p>3.1. Election of Chair of Governors 2019-20 Claire Page was appointed Chair of Governors, St Peter's C of E Primary School for 2019-20</p> <p>3.2 Election of Vice-chair of Governors Jan Macdonald was appointed Vice-chair of Governors St Peter's C of E Primary School for 2019-20</p> <p>The Governors wished both good luck this year. Governors are confident that, with Jan and Claire's leadership, the Governing Body will make an even greater contribution to the success of the school during the coming academic</p>	

	year.																
4.	<p>Approval of Minutes of LGB meeting held on July 15th, 2019</p> <p>The minutes of the meeting held on July 15th were approved by Governors. A copy of the minutes will be signed and held in a file in the school office.</p>																
5.	<p>Actions Arising from FGB Meeting, July 15th 2019</p> <table border="1"> <tr> <td>3.2</td> <td> <p>CP to approach Sarah Kerswell and ask her to facilitate joint EPA school training in new OFSTED requirements</p> <p><i>CP has contacted Sarah Kerswell who is leaving the Trust at the end of October. Consequently, CP will revisit this idea with other chairs and Trust members at the next EPA Chairs meeting. She hopes to encourage Governors from a variety of schools to undertake the training – possible at St Peter’s. Eynsham Community Primary School has recently received a visit from OFSTED and there is consequently, relevant experience in the Trust.</i></p> </td> <td>CP</td> </tr> <tr> <td>3.3</td> <td> <p>CP to forward news items to be posted on website by HT</p> <p><i>The new website is ‘live’ and Governors agreed that it is a vast improvement. Currently only Catherine Barker and CP have access rights. All Governor items for the website should pass to one of these two.</i></p> </td> <td>CP</td> </tr> <tr> <td>4</td> <td> <p>Clarification – is IM a Diocese appointee or a Trust</p> <p><i>There is still no clear answer to this question. IM is recorded on GovernorHub as a ‘Foundation Governor’.</i></p> </td> <td>CP/JS</td> </tr> <tr> <td>10</td> <td> <p>Governor visits to agenda (see item 7) AA/JM = Maths; DL = ICT and HW = PE. Jan’s report up</p> <p><i>The maths report has been published.</i></p> </td> <td>All Gov</td> </tr> <tr> <td>10</td> <td> <p>All Governors to complete Prevent training.</p> <p><i>This will be completed before the following LGB meeting. HW observed that the structure of Prevent training had changed and suggested that it might be prudent for colleagues to revisit the site.</i></p> </td> <td></td> </tr> </table>	3.2	<p>CP to approach Sarah Kerswell and ask her to facilitate joint EPA school training in new OFSTED requirements</p> <p><i>CP has contacted Sarah Kerswell who is leaving the Trust at the end of October. Consequently, CP will revisit this idea with other chairs and Trust members at the next EPA Chairs meeting. She hopes to encourage Governors from a variety of schools to undertake the training – possible at St Peter’s. Eynsham Community Primary School has recently received a visit from OFSTED and there is consequently, relevant experience in the Trust.</i></p>	CP	3.3	<p>CP to forward news items to be posted on website by HT</p> <p><i>The new website is ‘live’ and Governors agreed that it is a vast improvement. Currently only Catherine Barker and CP have access rights. All Governor items for the website should pass to one of these two.</i></p>	CP	4	<p>Clarification – is IM a Diocese appointee or a Trust</p> <p><i>There is still no clear answer to this question. IM is recorded on GovernorHub as a ‘Foundation Governor’.</i></p>	CP/JS	10	<p>Governor visits to agenda (see item 7) AA/JM = Maths; DL = ICT and HW = PE. Jan’s report up</p> <p><i>The maths report has been published.</i></p>	All Gov	10	<p>All Governors to complete Prevent training.</p> <p><i>This will be completed before the following LGB meeting. HW observed that the structure of Prevent training had changed and suggested that it might be prudent for colleagues to revisit the site.</i></p>		
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6	<p>EPA MAT – Feedback, EPA Chair of Governors Meeting</p> <ul style="list-style-type: none"> • Sarah Kerswell’s departure at the end of October creates a vacancy for a Chief Executive Officer. It is not known whether Sarah will be replaced by a full-time permanent or interim postholder. Governors at St Peter’s appreciate Sarah’s support over the years. She will be missed. • It is understood that EPA is in discussion with other Academy Trusts about a possible merger 																

School Improvement

7 GOVERNING BODY BUSINESS

ITEMS OUTSTANDING AT THE START OF THE YEAR. GBB CHECKLIST

7.1 Review the membership and leadership of each committee and reaffirm the terms of reference for each committee.

Foundation and Admissions Committee	DF (Chair)	CP ES DL
Finance and Resources Committee	CC (Chair)	IH JM DL Ros Avery
Performance and Impact Committee	CP (Chair)	AA DLo IH HW

Governors agreed:

- That committee meetings should only be called ‘as and when’ considered necessary. For example, the Finance and Resources Committee is likely to convene when budget construction is taking place in March.
- There is likely to be two or three committee meetings each year
- Governors can attend any committee they wish
- Each committee will review the relevant terms of reference at the first meeting. These contain a handy checklist of key functions and actions on the final page.
- The Foundation Committee may wish to reconsider this name. Many outsiders mistakenly believe that Foundation Committee oversees EYFS.

7.2 Agree membership and terms of reference of any working groups established or to be established.

Governors do not propose establishing any working groups. However, a small group of Governors may join in a series of meetings with others regarding the use and funding of the pool.

7.3 Ensure details held about people involved in governance are provided to the Secretary of State via GIAS

	<p>This work is complete</p> <p><i>7.4 Ensure all governors have completed a DBS check and section 128 check.</i></p> <p>This work is complete. JJ will confirm</p> <p><i>7.5 Confirm all Governors have read 'Keeping Children Safe in Education Sept 2019'</i></p> <p>The policy is available for examination on GovernorHub. JS will seek signed confirmation that each Governor has read the policy at the next meeting</p> <p><i>7.6 Agree clerking arrangements for committees.</i></p> <p>If available, the clerk will minute committee meetings</p> <p><i>7.7 Appoint Link Governors to specific roles as required: Child protection; Health & Safety; SEND; Pupil Premium; training, GDPR, swimming.</i></p> <p>This work is complete</p> <p><i>7.8 Confirm Whistle-blowing procedures are in place and consider appointing a Whistle-blowing Governor</i></p> <p>CP is the Whistleblowing Governor</p> <p><i>7.9 Review Skills Audit to ensure Governing Board has correct skills mix for year ahead.</i></p> <p>'Finance' was identified as an area for Governor skill development. The school does receive the support of Ros Avery who is prepared to attend LGB or committee meetings and provide the required advice. The school may wish to borrow a finance governor from another governing body. This arrangement would provide useful budget benchmarking information.</p> <p><i>7.10 Consider Governor recruitment, succession planning and terms of office coming to an end.</i></p> <p>There are no Governor terms of office ending in the near future.</p> <p><i>7.11 Governor Training planned or undertaken</i></p> <p>CP explained that there were a range of modern governance on-line training opportunities available. https://www.moderngovernor.com</p>	<p>JJ</p> <p>JS</p> <p>JS</p>
8	<p>The School Development Plan and SEF</p> <p>8.1 SEF</p> <p>JJ explained that the SEF document is complete and published. Governors had no further questions for the Headteacher in this regard.</p> <p>8.2. The School Improvement Plan</p> <p>JJ explained that work on this process had commenced in the Summer term</p>	

and that the document was now published on GovernorHub and available for scrutiny. The plan includes a useful schedule explaining how and when each strand is to be monitored. The structure of the plan relates to the new OFSTED framework.

Key points:

Quality of Education features a broad and balanced curriculum in all subjects rather than a focus on reading, writing and maths. These subjects, however, do remain important. A child cannot effectively study history if his/her literacy skills are poor. However, the status of other, previously non-core subjects is enhanced. In 2019-20, these subjects will be assessed for the first time and this information will provide 'deep-dive' evidence for OFSTED of progress and attainment in non-core subjects.

A Governor asked if this development was a radical new departure or a continuation of an existing culture in which core subjects enjoy high-status.

JJ replied that St Peter's has never been a 'SATS factory' but he is conscious that, particularly at KS2, core subjects have occasionally been 'traded' for Maths and English. He explained that the OFSTED curriculum has a focus on knowledge although the new arrangements also provide an opportunity to develop skills..

A Governor asked if the middle management structure of the school reflected this development. JJ assured Governor that it did and that non-core subject leads had already undertaken a process of mapping their subjects and planning pathways from EYFS to Year 6.

In answer to a question JJ confirmed that non-core attainment was not to be reported nationally.

The 2019 **grammar, punctuation and spelling** performance of children at St Peter's is below national average (64%, national average = 78%). JJ explained that the school will continue to use a programme called 'Read, Write Inc' in 2019-20 in conjunction with PiXL resources. This will be monitored by the English Curriculum Lead <https://www.youtube.com/watch?v=-6dSsXkD1wM>

A Governor asked what target had been set for grammar, punctuation and spelling. JJ felt that St Peter's children should at least reflect the national average of 78% at the end of KS2 next year and building on this the following year as RWI and PiXL teaching and monitoring become fully embedded

The approach to the new **times tables tests** will be similar to that employed to teach phonics with regular testing and practice.

A Governor felt that the tests, in his experience, are akin to speed tests with children required to type in answers quickly. Keyboard skills were almost as important as knowledge of tables.

A different Governor asked if families were aware of these tests. She felt that parents could be encouraged to support children by, for example,

reciting tables as a game on long car journeys.

JJ

The Staff Governor explained that 'Mathletics' homework and PiXL tests were available to complete at home. JJ agreed to communicate this information to parents. <https://www.mathletics.com/uk/>

JJ explained that strategies to develop **teaching and learning** would continue. The lesson timetable would be adjusted so that maths lessons are free of interruption by assemblies and other school activities. Reading previously had typically involved the division of the class into several groups so not all children had instruction that lesson by the teacher or TA. This year, reading will be organised on a whole class basis with differentiation achieved through the use of a wide range of texts.

SIAMS permeates each strand of the Development Plan. The school will also assess and provide 'deep-dive' evidence of progress in relation to the SIAMS criteria.

IH

IH will organise support from the RE subject lead at Chesterton School In this regard. The school has recently received a positive SIAMS report.

Behaviour for Learning will continue to be developed during the year but the strand will be streamlined to ensure focus on a fewer, more manageable, objectives. Whole school INSET is planned for 27th September. Children will be encouraged to develop their independence and resilience by following the '4Rs' and this work reflects the vision and values of the school. It was noted that the values of respect and tolerance were exercised continually by children inside school. However, these values are not always exercised 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. Children are known to repeat phrases and share less inclusive ideas that can only have been derived from adults.

JJ explained that he had engaged with a charity called 'Inside Out' who were helping to develop a strategy that would reinforce the school's values internally and in the wider community.

JJ

<http://www.insideoutcommunity.com/mental-health-charity-suffolk/>

Governors felt that a parent workshop would help support this work and recommend that the school should arrange one. Governors will support this workshop if it proceeds by attending in numbers. JJ observed that it is possible that the families most in need of this will not attend such an event but he will consider this and other options.

JJ

Governors felt that it was easy to become over-focused on the negative families who absorb so much time and energy. They felt it would be wise to keep in the office a scrap book of positive emails, thank you cards and positive press stories.

The **personal development**, strand will be augmented by an increased focus in a number of areas

- Seven School Council groups have been established. Each has a

	<p>school development issue that will be discussed and developed during the year, following a quasi-parliamentary process.</p> <ul style="list-style-type: none"> • 'Inside Out' will undertake a number of activities throughout the year, each reflecting St Peter's values, to promote happiness. • Forest School and outdoor learning will be made available to all children on a regular basis • Children will be able to participate in Yoga sessions • 'Inside Out' will support the school in developing a revised RSE policy. <p>A Governor asked how impact will be measured. JJ explained that children will complete a base-line questionnaire and the results will compared to those gained from an end-of-year survey.</p> <p>JJ explained that the school will be able to provide staff and Governors with accurate internal data at regular points during the year in support of the leadership and management strand. Using PiXI tests and Target Tracker, senior staff will provide user friendly, traffic light, data that demonstrates the progress and attainment of all children. The school has developed an internal system of 'early-warning' that will alert staff if a child or class starts to fall behind. This will be made available to Governors who can then ask any necessary questions.</p> <p>The Development Plan will be visited and challenged at each LGB meeting</p> <p>DF has agreed to lead making a case for excellence on behalf of the Governing Body but it was noted that all Governors will be enthusiastically engaged in identifying and celebrating excellence during the year. Governors agreed that the new website will enable any celebration of excellence to be quickly shared with the community.</p> <p>The good work and impressive development of EYFS during 2018-9 will continue. The Development Plan includes an emphasis on the use of play equipment and the continued development of outdoor education.</p> <p>8.3 Appoint Governors to monitoring roles relating to the School Development Plan</p> <p>The first Governor monitoring visit window will be open between November 25th to December 5th 2019. There will be two other such windows in 2019-20. Governors are to check diaries and identify with JJ an agreed time and date for their visit.</p> <p>CP thanked JJ, on behalf of the Governors, for creating and presenting such a clear and focused 2019-20 Development Plan.</p>	<p>JS</p> <p>All Gov</p>
9	<p>UPDATE on SCHOOL POOL, RECRUITMENT</p> <ul style="list-style-type: none"> • The photographer will attend school on the morning of 14th October. Governors are invited to attend. • JJ suggested the idea of a meeting with Jane Brooks and the leaders of SPSA to discuss the continued use of the pool. JJ will attend a 	<p>All Gov</p> <p>JJ CP</p>

	pre-meeting with HW and CP to help prepare a view of the school's requirements	HW
10	PREVENT DUTY/ HEALTH & SAFETY/SAFEGUARDING There are no issues to be brought to the attention of the Governing Board	
11	POLICIES The following term one policies will be presented at the November FGB <ul style="list-style-type: none"> • Charging and Remissions • RSE • E-safety • RE and Collective Worship • Pay (headteacher and staff). • Health and Safety • LGPS 	
12	ANY OTHER URGENT BUSINESS There was no other urgent business	
13	DATE OF FUTURE MEETING_2019-20 12th November (finance focus) The meeting ended at 8.45 pm	

Actions

Action 1	EPA new OFSTED framework training – update?	CP
Action 2	Establish if IH is a Foundation or Trust Governor – update?	CP
Action 3	All Governors complete Prevent Training	All Gov
Action 4	Confirm that DBS and Section 128 documentation for Governors is complete	JJ
Action 5	Any developments regarding plans to share times tables strategy with parents?	JJ
Action 6	Arrange SIAMS preparation meeting between Chesterton C of E Primary School Religious Education lead and relevant staff at St Peter's	IH
Action 7	Any development of plans to engage families with the work relating to 'Inside Out' and school values.	JJ
Action 8	Creation of school scrapbook featuring positive messages, cards,	JJ

	press cuttings etc	
Action 9	Feedback – school pool meeting with Jane Brooks, SPSA and St Peter’s Governors	CP
Action 10	Term one policies to be prepared for approval	JJ