



Minutes of the Local Governing Body Meeting 12th May 2021 8.00pm – held virtually using Microsoft Teams

The meeting started with three presentations from the school's lead teachers. Governor attendance was as listed below in item 1.

8.00pm Emma Cuthbertson (ECuth) Special Educational Needs Coordinator (SENCo):

- AF introduced ECuth. She noted the recent change in class teaching responsibility for ECuth, and that the SENCo role was a first-time experience.
- ECuth summarised the work she had done so far and several actions she had undertaken. She highlighted aspects of her role and her responsibilities.

- Q: Governors thanked ECuth for her presentation. They asked her how much the COVID-19 pandemic had affected SEN pupils? And what the school should focus on to support these pupils?

A: ECuth confirmed that she had spoken to all teachers about this. She noted that some SEN pupils attended school during the lockdown, and those that did not were provided with one-to-one sessions remotely. She reassured governors that SEN pupils have settled back into school well and that the school was actively plugging gaps in knowledge, she stated that the gaps experienced by the SEN pupils were the same as other pupils.

- Q: Governors asked if the school had faced any difficult situations that needed to be dealt with?

A: ECuth stated that she was not aware of any. She informed the governors that all parents/carers were satisfied and that during pupil progress meetings with families there was positive feedback for the school. She stated the intention to carry out a parent voice survey to families of SEN pupils.

- ECuth left the meeting at 8.10pm.

- Governors briefly discussed the presentation.

- Q: Governors asked AF how the SENCo teacher's time is divided up and if they have sufficient time to do the work?

A: AF explained the current time table for the individual staff member. She highlighted the high cost of scheduling more time for the SENCo role. She explained how the school manages currently, by using a supply teacher to take on the class teaching duties, if further hours are required for the role.

8.15pm Bridget Winter (BW) English:

- AF informed the governing body that BW had only recently taken on the role of English subject lead.

- BW summarised the work she had done so far and several actions she had undertaken. She highlighted the training she had accessed so far and the external support in place.

- Q: Governors asked about future Ofsted inspections and why reading would be a focus?

A: AF explained that the new Ofsted inspection framework for primary schools stated that reading would be a 'deep dive' area for all those inspected.

- Q: Governors asked for more information about the training and support being offered. They asked if the school paid for this training?

A: BW gave more detailed information about the team of English subject advisors. She confirmed that the school was paying for this training. AF pointed out that ODST also use the same company to provide training, and this is often free for their academy schools.

- Q: Governors asked, with reference to any future Ofsted inspection, what the inspectors would likely pick up on and what can the school and governing body do to support that?

A: BW stated that there were no large areas of concern, she suggested that having more time to make sure everything was in place would be of benefit. BW admitted to not being experienced in the role but reassured governors that she had excellent support in place. AF noted that reading, unlike other subjects, was not as consistent across the school as they would like. She explained to the governors the work in progress to monitor and solve those problems.

- Governors suggested that the link governor would be a key part of this development. They discussed the current arrangement of governors and noted that they are linked to teachers and not to subjects. They agreed that the governor linked to BW (DG) would also take a keen interest in English during governor monitoring visits.

- Q: Governors asked if the school thought most pupils will catch up before the end of the academic year?

A: AF declared that most pupils had lost very little during the most recent lockdown through the hard work of teachers, pupils and their parents/carers. She suggested that most pupils would be fine, but there are others that will not catch up.

- Q: Governors asked if those pupils would mostly be SEN pupils?

A: AF stated that she suspected proportionately yes. BW suggested that it was also likely that other pupils with different disadvantages, which she clarified as not just financially disadvantaged, were also likely to struggle.

8.30pm Sophie Kerr – Maths:

- SK started her presentation with a summary of the Maths Mastery approach adopted by the school. She explained that she had started this new approach three years ago, with the rest of the school adopting it two years ago. She gave further detail and explained the support packages in place.

- Q: Governors asked, with reference to these new methods, if the school had been surprised by the results?

A: SK drew attention to the way the programme revealed gaps in knowledge more quickly and more precisely. She explained that this meant the school was able to put extra support in place more efficiently.

- SK referenced how the programme was more teacher intensive.

- Q: Governors asked if that meant more help from teaching assistants (TAs) was required?

A: SK explained that was dependant on how teachers ran their classes. She gave an example. She pointed out that gaps and trends have been picked up

through the assessment data and all classes are covering that work and using TAs in different ways.

-Q: Governors asked if the approach was paying off?

A: SK confirmed that pupils felt more confident as a result of the maths mastery approach. She stated that there was more enjoyment of the subject, but she asked the governors to acknowledge that this does not always transfer positively into the assessment data. She highlighted the importance of the data and noted that the school had changed the assessment method to tie up with the way the subject is being taught.

-Q: Governors asked, given the change of emphasis, if the school had the necessary resources to further embed the approach?

A: SK agreed that the monitoring had shown that the school needed more equipment. She highlighted the importance of doing an audit of resources first, asking for advice from the Bucks, Berks and Oxon Maths Hub (who are supporting the school with the maths mastery programme), and then deciding on the basic set of resources required for each class.

-Governors suggested this was an important area to bring to the forthcoming School Improvement Plan meeting. AF agreed and acknowledged that there was money set aside in the budget for these resources.

-Q: Governors asked if the maths hub provided support in school?

A: SK confirmed that the school was entitled to a half day visit. She explained her intention to incorporate a learning walk into this visit, alongside consideration of her plan for the future.

-Q: Governors asked if the school thought the use of online tools was of benefit?

A: SK praised the online packages. She highlighted the beneficial aspects.

-Q: Governors asked if the subscription to these packages had been accounted for in the budget?

A: AD confirmed that this had been discussed at a Resources Committee meeting.

Summary of Action Points	
- HR to highlight GovernorHub resources regarding governor monitoring visits - AF to consider Critical Incident Plan and decide on a deputy (for SERT) if appropriate -	HR AF

No.	Item	Action
1	<p>The meeting started at 8.45pm.</p> <p>Welcome, members present and apologies:</p> <p>Present: Ewan Campbell (EC, community governor) Alistair Doran (AD, community governor, chair of governors) Christine Eaglestone (CE, community governor) Anna Fairhurst (AF, headteacher) Ian Griffiths (IG, parent governor) David Golding (DG, parent governor) Catherine Hunter (CH, staff governor) Chris Rushton (CR, community governor)</p> <p>Absent: Alex Skym (AS, community governor)</p> <p>In attendance: Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p>	
2	<p>Notification of any urgent business:</p> <ul style="list-style-type: none"> -AD explained to the governors that the school was preparing for an Ofsted inspection. He explained the timescales and why this inspection might be earlier than originally expected. He reassured the governors that the school was receiving excellent support from ODST representatives. -AD informed the governors that ODST were offering some training for governors on 26th May 6.30-8pm. -All governors present confirmed their interest in this training. HR agreed to compile a list of attendees and communicate this to ODST. 	
3	<p>Declaration of business or pecuniary interests, DBS checks in place, Related Party Transactions:</p> <ul style="list-style-type: none"> - The following governors have declared ongoing pecuniary interests: AD, AF. These interests have been recorded and are listed where necessary. -The governors did not declare interests with a specific relationship to any agenda item for this meeting. -No related party transactions have been recorded. 	

<p>4</p>	<p>Approve Minutes of the Local Governing Body meeting held 24th March 2021:</p> <ul style="list-style-type: none"> - The minutes were agreed as a true record and HR will arrange a suitable way for the document to be signed. - EC confirmed that he had completed his safeguarding training. - The action regarding the Learnership survey will be dealt with at a future date. 	
<p>5</p>	<p>Headteacher’s Report:</p> <p>(a) COVID-19 Update</p> <ul style="list-style-type: none"> - AF gave a summary. She explained that all teachers continued to take twice weekly lateral flow tests. She highlighted the new guidance and was pleased to tell the governors that it was likely an outdoor summer concert would be a possibility. <p>(b) Including update on progress against School Improvement Plan, curriculum reports, pupil progress, pupil premium, review of data:</p> <ul style="list-style-type: none"> - AF noted that the School Improvement Plan document had been made available on GovernorHub. She highlighted the focus on teaching and learning and embedding the new teachers and subject leaders into their roles. - Q: Governors asked how many pupils needed extra support? A: AF highlighted the early intervention groups in place and gave an idea of the numbers of pupils involved. She emphasised that parents/carers were supportive of these measures and explained that it involved pupils being brought to school earlier than the normal start time. - Q: Governors asked if this meant children were tired later in the day? A: AF reported that this had not been noticeable. She clarified the school’s timetable and the types of activities that take place during the afternoon. - Q: New governors asked for more information about the development area for governors to meet the teachers and the need to prepare a report. A: HR drew attention to some GovernorHub resources and agreed to highlight these. ACTION. She stated that the forthcoming training session with ODST on 26th May would also give governors a greater understanding of this aspect of their role. - Q: Governors suggested that there had been a lot of discussion about academic support. They asked if the interventions being provided by the school devoted time to support the mental health needs of pupils? A: AF emphasised the nurture activities provided by the school at the point of reopening. She confirmed that there had been contact with some parents/carers about a few issues. She agreed that this was an important area of focus and described how class chats were taking place before the Friday assembly to make sure the lines of communication are open. <p>(c) Smartlog Status:</p> <ul style="list-style-type: none"> - AF explained that the school was behind with this task. She drew attention to SL’s (site manager) absence and explained that in the first instance LK (office manager) had been fulfilling certain tasks and more recently the school had been able to use the site manager from Bampton school to support this work. - AF agreed to report the figure to HR via email on 14/05/2021. This would be added as an addendum to the minutes. - *ADDENDUM: Smartlog status reported as 88.3% via email on 14/05/2021. 	<p>HR</p>

<p>6</p>	<p>Feedback from Committees and Lead Governors:</p> <p>(a) Resources Committee:</p> <ul style="list-style-type: none"> - This committee had met on 28th April 2021, the minutes from that meeting had been made available in advance of this full governing body meeting. - AD summarised the main topic of focus, the budget 2021-22, and told the governors that the committee recommended the proposed budget. - The full governing body accepted this recommendation and ratified the budget 2021-22. - AD pointed out that extra money had been allocated to support governor training. <p>(b) Performance and Learning Committee:</p> <ul style="list-style-type: none"> - This committee had met on 6th May 2021, the minutes from that meeting had been made available in advance of this full governing body meeting. - In the absence of the Chair of the committee, HR listed the items to be brought forward. - The first of these items was the COVID-19 risk assessment change allowing split year groups to play together outside. - The second was to do with the emerging data pattern regarding SEN pupils. AF had agreed to follow up this data with Sara Holland (school improvement advisor). AF confirmed that she had asked the question, however, SH had stated that the picture was not yet clear enough across the trust to draw any comparisons. - The final item was a summary of the catch-up work being done. The governors acknowledged that this information had also been covered in item 5. <p>(c) Premises, Health and Safety:</p> <ul style="list-style-type: none"> - Governors stated that this had been discussed in item 5c and agreed to monitor this area closely. <p>(d) SEN and Safeguarding:</p> <ul style="list-style-type: none"> - CE reported that she had received a full safeguarding update from AF. - CE stated that in general terms more safeguarding issues, outside of the school, had been picked up in the past year when compared to previous years. - With reference to SEN, CE confirmed that she had met as link governor with the new SENCo. <p>(e) IT:</p> <ul style="list-style-type: none"> - AD stated there was no formal update, however, he noted that the School Association had proposed a plan to purchase more IT equipment for the school. 	
<p>7</p>	<p>Policies for Ratification:</p> <p>- Q: Governors asked, with reference to the Critical Incident Plan, if AF needed to add a deputy to the School Emergency Response Team list? A: AF considered this suggestion. The governors discussed the possibilities. AF agreed to come back to the governors with a proposal. ACTION.</p> <p>- The governing body unanimously approved the policies listed below:</p> <ul style="list-style-type: none"> - Anti-bullying policy - Critical Incident Plan 	<p>AF</p>

	<ul style="list-style-type: none"> - Dignity at Work policy - Educational Visits policy - Health & Safety policy - First Aid policy - Privacy Notice - Level 2 Safeguarding and Child Protection policy (May 2021) - *ADDENDUM – HR asked AF to confirm that the Safeguarding policy had been uploaded to the school’s website, this confirmation was received. 	
8	<p>Governor Visits, Training and Vacancies:</p> <p>(a) Training:</p> <ul style="list-style-type: none"> - IG and DG noted that they had attended the Appeals Briefing training course. <p>(b) Summary of Learnership Survey:</p> <ul style="list-style-type: none"> - This item will be discussed in the future. <p>(c) Update on potential new governors:</p> <ul style="list-style-type: none"> - AD was pleased to report the successful recruitment of a new governor. 	
9	<p>Any Other Business:</p> <ul style="list-style-type: none"> - No items. 	
10	<p>Date of Next Meeting:</p> <p>FGB meeting Wednesday 14th July 2021 at 8.00pm</p> <p><i>[Performance and Learning Committee 8th July 2021]</i> <i>[Resources date TBC for end June or beginning July 2021]</i></p>	
	<p>The meeting finished at 9.36pm.</p>	