



ST EBBE'S C.E. (AIDED) PRIMARY SCHOOL

Whitehouse Road, Oxford, OX1 4NA

Tel No: 01865-248863 Fax No: 01865-248817

Email: office.3833@st-ebbes.oxon.sch.uk

Website: www.st-ebbes.oxon.sch.uk

Headteacher: Mrs Susie Bagnall MEd

Minutes of the Full Governing Body Meeting
Held on Thursday 25th September 2014: 7.30pm at the School

Present

- Janet Rayment (Foundation Governor) (JR) – Chair
- Elizabeth Crawford (Foundation Governor) (EC) – Vice Chair
- Susie Bagnall (Headteacher) (SB)
- Tara Pullin (Staff Governor) (TP)
- Clare Cory (Foundation Governor) (CC)
- Michael Moynagh (Foundation Governor) (MM)
- Helen Pope (Foundation Governor) (HP)
- Pete Wilkinson (Foundation Governor) (PW)
- Ben Haydon (Parent Governor) (BH)

Apologies

- Hugh Starkey (LA Governor) (HS)
- Steph Gilroy Lowe (SGL)
- Clare Whyles (Associate Governor) CW
- Jolyon Harris (Parent Governor) (JHa)
- Steve Hellyer (Foundation Governor) SH

In Attendance

- Jo Horn (Acting Clerk)

	MINUTE	ACTION
	Procedural Matters The meeting was quorate.	
1	Welcome and Apologies The Chair welcomed everyone to the meeting and apologies were received and accepted from those listed above. MM opened with prayer.	
2	Declaration of any Business Interests Forms were circulated in a governor information pack. To be completed and returned to the clerk via the school office. None declared.	All pecuniary interest forms to be returned to school office
3	Notice of Any Other Urgent Business None.	

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4	Election of Chair Janet Rayment nominated by EC, seconded by SB. JR agreed to stand and was elected, unopposed, by the Governing Body.	
5	Election of Vice-Chair Elizabeth Crawford nominated by JR, seconded by SB. EC agreed to stand and was elected, unopposed, by the Governing Body	
6	Standing Orders Review and Governor Code – for approval Documents circulated before the meeting Standing Order Review - Approved by the Governors 25.09.14 Governor Code – Approved by the Governors 25.09.14	Associate governors to be given full voting rights, with the exceptions noted in the Standing Orders
7	Scheme of Delegation Approved by Governing Body on 25.09.14 A numerical reference in each box for viewing onscreen was requested.	Clerk to add numbers in future.
8	Minutes of meeting 17.07.14 Item 9 adjusted from EJ to EC. SB has followed through on her action. The minutes were agreed 25.09.14 In future, the clerk will send the minutes to SB and JR who will check them before they are circulated to the rest of the Governing Body for adjustments and agreement, all within two weeks of the meeting. Minutes will then be posted on the school website.	
9	Matters arising BH approached BMW about a donation to provide sponsorship for travel to sporting events, but they said they were not in a position to do so.	
10	SIDP review and updated SEF informed by Nexus School Profile Documents circulated before meeting. See summary sheet produced by SB for this meeting. The school profile shows how St. Ebbe's has achieved compared to other schools nationally and locally, and the results are very encouraging. The few areas highlighted in yellow show where St. Ebbe's had not achieved as well as other local schools, and have been transferred into actions for this academic year. <i>Q. How long has the slight downwards trend in the Y2 Reading has been happening.</i> SB replied it is over 3 years, but attainment is still higher than schools nationally and the decline may reflect more accurate assessment rather than a decline in standards.	

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	<p>TP reinforced that staff were making sure they were accurate with assessments and were cautious to avoid results being over-inflated, and were communicating thoroughly with the teacher the children move on to. Assessment data has been moderated and steps are being taken to continue to raise standards and achievement in reading e.g. all KS1 classes have formal Guided Reading sessions in place early on in the academic year, previously these groups were not set up until later in the year.</p> <p>JR pointed out that the KS2 data is very strong, particularly the level 5+. SB said she is particularly pleased with the data because of the pressure staff have been under. SB stated that massive credit is due to staff to achieve this in demanding circumstances.</p> <p>Review of SIDP 2013-2014</p> <p>Page 2: Met and exceeded target for all children but some small inconsistencies, which have all been moved across to the new development plan. Each Y6 Pupil Premium child counts for 33% so equates to very small numbers.</p> <p>Middle achievers are a cause for concern but overall data is very encouraging.</p> <p>Page 4: Gap between boys and girls attainment in all subjects in KS1. In KS2 the gap is smaller than the LA but staff are aware of the constant need to address this. Governors observed that the trend is important because data can be cohort specific and the LA demographic is different from that of St Ebbe's, which has a higher proportion of boys. SB said although this is not a significant issue it is important for our gender gap to be no wider than the LA. This is being addressed through actions such as choice of text, writing stimuli, writing competition, etc. SB is trying to set up a link with Oxford University for the Literacy Bus to visit to our school, as it has very good ideas for stimulating boys' literacy.</p> <p>Page 17: The impact of school leaders, including governors, is important. In the area of Pupil Premium we have partially met targets so it will be a priority on the new SIDP.</p> <p>Absence was in the lowest 40% nationally last year. Absence remains higher than the LA although this includes two strike days which accounts for 1% of the difference. Unauthorised absence is very low. Persistent absenteeism is very low, and the school is working with specific families.</p>	
<p>11</p>	<p>SIDP 2014-2015</p> <p>Document circulated before meeting.</p> <p>SB explained that this was driven by the end of year data, the previous SIDP, and HMI and Ofsted objectives.</p> <p>There was lively discussion about the possibility of merging objectives 1 and 2, so that the middle ability group becomes one of the vulnerable groups. Governors questioned if the actions for both were applicable to both groups, and would there be a blurring of the differentiation. Could merging result in resource issues?</p>	<p>SB to feed back governor questions to SLT</p>

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	<p>Governors felt strongly that there was a need for further discussion. SB will feed back the comments to the SLT.</p> <p>The first four targets relate to achievement following data requirements. The fifth related to Ofsted. There was some discussion about the wording of the whole school objective, whether it was measurable or too vague, what impact would be expected and what would count as evidence. It was suggested the wording 'continue to improve the quality of teaching and learning across the whole school' would be most appropriate.</p> <p>No changes suggested for the Behaviour and Safety section.</p> <p>It was suggested under Leadership and Management that the order of first two aims are changed so that the first one is about leaders. A request was made to circulate the Governor Visits protocol again as the school has a significant number of new governors. Governors also suggested adding an action about developing the governors' profile with the school community, the evidence being positive recognition, people knowing who they are, what they do, and how to get hold of them, and that we should add a question to the questionnaire.</p> <p>On behalf of the governors the Chair registered thanks to SB for her hard work in producing it such a useful and detailed document.</p>	<p>SB & JR circulate governor visit protocol</p> <p>SB to adjust SDP in light of discussion and re-circulate</p>
<p>12</p>	<p>Allocation to committees</p> <p>Curriculum and Standards: MM standing down: SB, CC, JHa, AG, HS, JR, TP, CW</p> <p>Health and Safety: BH to join SB & Graeme Godby</p> <p>Finance, Personnel & Welfare: JHa and SGL to join SB, EC, SH, JR</p> <p>Admissions: JHo to be co-opted on for this, with SB and Carol Walton</p> <p>Parent Council: BH and JHa</p> <p>JHo left the meeting while Governors discussed voting rights of co-opted Governors (CW and JHo) and it was decided that they would have voting rights [see item 6]</p> <p>Foundation: SB, EC, CC, AG, SH, MM, HP, JR, PW</p> <p>Statutory Committees</p> <p>Staff Discipline: EC, HS, CC</p> <p>Pay Policy Appeals: EC, PW, and HP</p> <p>Pupil Appeals: JR, SH and MM</p> <p>HT Appraisal: SH, JR, HS + Nick Cornell</p>	

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	<p>Governor Champions Pupil Premium: AG, HP EAL: CC P.E.: PW SEND: JR to be replaced by SGL [Disability] and JHo [SEN]</p> <p>Governor Links EYFS: BH KS1: JHa KS2: AG Higher attainers: MM</p> <p>Governor Visits These are a high priority. HP - Pupil Premium interviews. JR – Pupil perceptions of safety in school, including bullying AG to liaise with SVZ re SPaG CC to liaise with TP for marking in KS1 and KS2 PW – lunchtime behaviour BH – playtime behaviour BH – assemblies, other than Thursday</p> <p>The Chair thanked governors for volunteering for these visits and asked for brief reports to be circulated before the next FGB.</p> <p>Dates Full Governing Body meetings: 9th Dec 2014 Feb 26th, May 21st, July 14th 2015</p> <p>School Vision Planning Meeting Please come to the meeting on 3.11.14, or contribute by email.</p> <p>All committees should agree dates for the year [and terms of reference] and circulate via the clerk after their first meeting.</p> <p>Training Dates of training completed to JR please</p> <p>Governor Profile HP to co-ordinate the collection of Governor photos and pen portraits for the website.</p> <p>Staff Appointments Wed. 1.10.14 Year 1 post: HP to join panel Thurs. 9.10.14 EYFS post: EC to join panel</p>	<p>Brief reports to FGB in December</p> <p>Committee dates to clerk</p> <p>Training info to JR</p> <p>Info to HP</p>
13	<p>Update on Church status issues SB asked governors to respond to revised ethos statement by email before</p>	<p>Respond to SB re. ethos statement</p>

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	<p>the next Parent Council. SB, PW, and SH met the Archdeacon at Christ Church with Sarah Thomas (ST). Actions resulting from this meeting are</p> <ul style="list-style-type: none"> i) ST to meet with Emma Hill and two parents of Emma's choice, and ST to feed back to SB ii) Statement as a Full Governing Body is to replace what it means to be a Church school. ST suggested that we use the word 'develop' instead of 'foster', and that we have an academic aim. This statement would be for our website and prospectus. SB to circulate the new statement to all governors. Any comments to be emailed to SB and the statement to be agreed at the next Full Governors meeting. iii) Encourage wider group of parents to attend our assemblies to give balance to the feedback. 	
<p>14</p>	<p>Policies for renewal and approval Finance documents have all been shared with staff and are based on model policies from the LA which have been vetted by unions. Terms of Reference and Financial Scheme of Delegation for renewal. JHa suggested taking out number 7 and 8 and using 'any major financial risks'. These are part of the annual audit and so it is important that they are under scrutiny and development. Whistle-blowing, Write off policy, Pay policy for teachers and support staff were all approved. The finance audit on 23.9.14 went very well.</p>	<p>JR to update Terms of Reference and Internal Financial Procedures and circulate to Governors.</p>
<p>15</p>	<p>Buildings update The new classrooms for Year 6 and the Year 5 / 6 class are in use, though no cloakrooms or new toilets yet. The work is on target to move Year 1 back into their new rooms at the beginning of Term 2. Playground: The money for the playground surface needs to be approved, though the preparation has been done. The LA have requested further information to do with the travel plan before further parking spaces at the OCC car park will be allocated to compensate for the reduction in car parking at the school. JR stated that SB is doing a good job as project manager and the school is grateful for the support given by Dan Wadsworth. The build is moving in the right direction though there are a couple of ongoing issues in relation to the age of the original building. SB is concerned that the hall will not be extended as a result, so she is pushing it as a priority because this will enhance facilities for the school and the community.</p>	
<p>16</p>	<p>Training The training opportunities will be circulated. Performance Related Pay: 2nd October @7.00pm at the school</p>	

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17	<p>Health & Safety Health and Safety is a major discussion point at site meetings and the contractors are very responsive, and so risk is kept to a minimum.</p>	
18	<p>Dates Committees to set dates for the year at their first meeting and forward to the clerk.</p>	
19	<p>AOB The 'Curriculum/Getting to Know You' evening was excellent. Staff who spoke were knowledgeable, enthusiastic and presented well. Good attendance from parents. It was noted that the school had regained its confidence. Year 6 acted as excellent guides at the open afternoon tea.</p>	
20	<p>The meeting closed in prayer at 21:21. Date of next meeting: 9th December 2014 @ 7.30pm</p>	

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