



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

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Headteacher: Mrs Susie Bagnall MEd

### Minutes of the Full Governing Body Meeting Held on Tuesday 9<sup>th</sup> December 2014 at 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)  
 Helen Pope (Foundation Governor) (HP)  
 Pete Wilkinson (Foundation Governor) (PW)  
 Hugh Starkey (LA Governor) (HS)  
 Step Gilroy Lowe (SGL)  
 Jolyon Harris (Parent Governor) (JHa)  
 Andrew Godley (Foundation Governor) (AG)

#### In Attendance

Clare Whyles (Associate Governor) (CW)  
 Jo Horn (Associate Governor) (JHo)

#### Apologies

Michael Moynagh (Foundation Governor) (MM)  
 Ben Haydon (Parent Governor) (BH)

MINUTE	ACTION
<b>Procedural Matters</b> The meeting started at 7.30pm. The meeting was quorate.	
<b>1. Welcome and Apologies</b> The Chair welcomed governors to the meeting and PW opened with prayer. Apologies were received and accepted.	
<b>2. Business Interests to declare</b> None.	<b>Any Pecuniary Interest forms to be handed to the Clerk</b>

Signed.....Date.....

<p><b>3. Notice of Any Other Urgent Business</b> None.</p>	
<p><b>4. Minutes of the meeting September 25<sup>th</sup></b> Approved and on website.</p>	
<p><b>5. Matters arising</b> 11. JR had written a visit protocol and this would be circulated with the minutes. 12. Thanks to HP for collating governor photos for website. 12. PW, BH, HP, JR and CC had made monitoring visits to school.</p> <p><b>Governor Information</b> A paper had been circulated prior to the meeting and following discussion it was agreed that the following information would be added to that already on the school website:</p> <ul style="list-style-type: none"> <li>• Terms of reference for committees</li> <li>• Standing Orders for the GB</li> <li>• The appointing body for Foundation governors</li> </ul> <p><b>Update on Reconstitution of Governing Body</b> All GBs are required to reconstitute by September 2015, with 1 Local Authority governor [from 2], 1 staff governor [from 2], and the headteacher [if s/he so chooses]. There will be 7 Foundation governors [from 9]. The incumbents of St Matthew's and St. Ebbe's [or their representatives], 1 appointed by St Matthew's and 1 by St Ebbe's, 3 appointed by the Diocese of Oxford. All governors will be appointed on the grounds that they have the skills to contribute to effective governance. Partnership or Co-opted governors will be appointed for the specific skills they can bring to the GB.</p> <p>The proposal for the reconstitution of the GB was approved by the governors, subject to the resolution of a minor legal technicality in the drafting of the Instrument of Governance. There was discussion of possible amendments to the school Trust Deed.</p>	<p><b>JR to circulate protocol</b></p> <p><b>Written reports to be circulated</b></p> <p><b>JR to forward committee TofR to SB &amp; details of Foundation Governors</b></p> <p><b>Reconstitution proposal approved</b></p>
<p><b>6. Monitor SIDP to evaluate impact of actions</b> The SIDP with evaluation had been circulated prior to the meeting. Each priority was discussed.</p> <p>Governors questioned why progress in Maths remained less good than in Reading &amp; Writing. SB and CW responded that although the school had excellent results for higher achievers in Maths, with 8 achieving L6, lower attainers appeared to</p>	

<p>have difficulty with conceptual understanding. The new Maths curriculum involved a radical change in approach and the impact of this would be carefully monitored. Gawain Little [Maths lead teacher] had led workshops or parents and staff training.</p> <p>Although incidences of poor behaviour are low, Governors questioned the higher representation of children with SEND in the Behaviour Book and whether poor behaviour could be more effectively prevented. SB and CW responded that most incidents happened at lunchtime, partly due to the unstructured nature of the playground and TA supervision. A nurture group was available at lunchtime for those children who had difficulty in behaving appropriately. The incidents were being carefully analysed to see if more could be done to support certain pupils.</p> <p>JR had met with the School Council in November to discuss pupil perceptions of behaviour. Overall, children were very positive about the behaviour of their peers in class but school rules were not always followed when children were in corridors, cloakrooms and the playground.</p> <p>PW had carried out a governor visit focusing on playground behaviour during November. His observation was that children were generally behaving well both in the playground and in the lunch hall, and that Teaching Assistants were providing good supervision.</p> <p>CC had met with pupils and staff and reported that children were enthusiastic about the teaching of SPaG.</p>	
<p><b>7. Church-led Assemblies – update</b> In response to issues parents had raised, the school had made a considerable number of changes and clarifications to practice and written documents. SB outlined that she planned assemblies with the church representatives and the school ethos had been reworded. A change to one sentence regarding values was proposed and accepted. A new monitoring form had been devised and parents encouraged to use this if attending assemblies. A form had also been written for pupils to use.</p> <p>Governors approved the revised policies for Collective Worship and Admissions.</p> <p>SB, with representatives from Oxford Diocese, staff and governors had met with four groups of parents to listen to their concerns. These meetings had been followed up with a letter summarising actions that had been taken and asking parents to reconsider their decision and re-admit their child/ren to Thursday assemblies. Subsequently some children had been re-admitted.</p>	<p><b>SB to amend ethos wording</b></p> <p><b>Policies approved</b></p>

<p>SB emphasised that she very much wanted all children in assemblies as this was an important part of the school day.</p> <p>Governors were supportive of all the effort that had been put in to resolve this issue and commended the headteacher for her leadership and exemplary response.</p>	<p><b>Governors to continue to monitor assemblies</b></p>
<p><b>8. Budget monitoring &amp; Financial Audit</b>  Papers circulated prior to meeting.  EC explained that the school would need a carry forward of 27K for this year to avoid a deficit budget in the future. Governors questioned the implications of a deficit budget.  It was important that the school attracted pupils before the autumn census each year.</p> <p>The school had had very good ratings for the Financial Audit, with three minor recommendations for action. All categories of assurance were graded 'High'.  Thanks were expressed to EC, Di Forbes, Sharon Dillon [Bursar] and SB for this good outcome.</p>	
<p><b>9. Policies:</b></p> <p><b>Health &amp; Safety</b>  Governors requested that the policy include reference to a Staff Accident log.  The policy was approved</p> <p><b>Risk Management</b>  Approved without amendment</p>	<p><b>Policies approved, with minor amendment</b></p>
<p><b>10. Update on Vulnerable Groups</b>  <b>Pupils in receipt of Pupil Premium</b>  AG and HP [Pupil Premium governors] had met with the Gawain Little [school PP Champion] and AG outlined how the 49K allocated for 2013/14 to support these pupils had been spent and the impact of interventions.  The Pupil Premium report was very detailed and AG commended the careful monitoring and attention to detail that was shown.</p> <p>The progress of pupils in receipt of PP was outlined, as shown by RAISEonline. Y2 pupils Average Point Score was below the National Average. However, for Y6 the APS was equal to NA and progress greater than the NA. The Value Added trend was rising for this group of pupils.</p> <p>HP outlined that there was some cross-over in funding as all children benefited from the high quality teaching and interventions. She had been meeting with children, all of whom were very positive about the support they</p>	<p><b>AG to circulate PP report 2013/14 to all governors with amendments for approval</b></p> <p><b>HP to circulate summaries of pupil interviews to all governors</b></p>

<p>received, expressing growth in confidence and overall enjoyment of school. Class teachers were enthusiastic about the impact of the Breakfast Club, Walking Bus and impact of Home School Link Worker, Step Gilroy Lowe. Governors thanked AG and HP for the very informative and interesting presentation.</p> <p><b>Pupils with SEND</b>  CW gave the governors a very informative overview of the changes to the Code of Practice for pupils with SEND, outlining the key changes in the context of the school.</p> <p>The old code had been a deficit-focused model but this code had the child had the centre and was outcome-focused.  Four categories of SEN were identified: cognition &amp; learning; social, emotional &amp; mental health; communication and interaction; sensory and/or physical.  Statements were being phased out and children moved to EHC [Educational Health Care] Plans, which involved more integrated support.  CW explained about Information Sharing and the ‘School Offer’ now on the website.</p> <p>Governors questioned the impact of budgeting for pupils with Statements and suggested CW attend a Finance meeting to discuss this further.</p> <p>Changes had been welcomed by practitioners and meetings CW had had with parents had been very positive.</p> <p>Governors thanked CW for her enthusiasm and expertise in this area. Thanks were also extended to JHo [SEN] and SGL [D] governors for their hard work on the SEND policy.  The policy was approved.</p>	<p><b>CW to attend F, W &amp; P meeting in 2015</b></p> <p><b>SEND policy approved</b></p>
<p><b>11. Committee Reports and Terms of Reference</b>  All circulated prior to meeting and taken as read.</p>	
<p><b>12. Buildings Update</b>  Included in Headteacher’s report.  Liffey, Congo and Darling rooms are ready for the classes to move in for January 2015. Mr Stowe will move across to Limpopo classroom and Yangtze will be a temporary staff room until this is finished (probably February).  SB has submitted the funding application to the Diocese for the hall extension. The Diocese will be considering all applications on January 16<sup>th</sup>.</p>	
<p><b>13. Governor Training</b>  HS has completed Induction training.</p>	

<p><b>14. Correspondence</b> None received.</p>	
<p><b>15. AUOB</b> None</p>	
<p><b>16. Dates of meetings</b>  FGB: 26<sup>th</sup> Feb 2015 @7.30pm  C&amp;S: 10<sup>th</sup> Feb 2015  Foundation: 10<sup>th</sup> March 2015  The Chair reiterated that all governors are welcome to attend the meetings of any committee – just request papers from the committee Chair.</p> <p>The meeting ended with prayer at 9.45pm</p>	